

# OUR PEOPLE PERFORM

## PROMOTIONS

### **Ameen Khouri - Project Executive**



Ameen first joined the S&D team as a Construction Intern, and has occupied several roles since then: Project Engineer, Project Manager, and Senior Project Manager. Now as Project Executive, Ameen will supervise and guide Project Managers, Project Engineers, & Assistant Project Managers. He will ensure compliance with safety and contract specifications, maintain profitability and efficiency; and be a client liaison. His favorite kind of food is Mediterranean food and his hobbies include hiking, exercising, reading and visiting breweries and wineries. If Ameen could meet anyone it would be Elon Musk because he is solving some of the world's biggest problems without government involvement. Ameen is most excited to lead a team, mentor others and continue being an ambassador for Shapiro & Duncan.

### **Tara Armstrong - Senior HR Generalist**



Tara joined the S&D team in 2011 as the Accounting/ Human Resources Assistant and has occupied many positions since then. With over 8 years of Human Resources experience, her previous roles include: Payroll Assistant, Payroll Specialist, and Payroll Manager. As a Senior Human Resources Generalist, Tara will now be responsible for employee relations, recruiting and selection, onboarding, compliance and risk management/ benefit administration. Tara previously attended Montgomery College and Howard Community College, where she pursued a degree in business administration. In her free time she enjoys hiking, kayaking, and traveling.

### **Neyda Zepeda - Senior Payroll Specialist**



Starting as a receptionist in February 2012, Neyda was eager to learn more about Construction. Neyda took on the Project Coordinator role three years later. In her current capacity as a Senior Payroll Specialist, Neyda oversees all of the weekly in-house payroll processing and payments, reporting, compliance; customer service for internal and external customers; working with HR to process new hires, terminations, leaves of absence, promotions/demotions/ transfer, compensation changes, benefit elections and much more.

### **Kim Williams - Administrative Assistant**



Kim joined S&D in 2014 as a Field Administrative Assistant and in 2015 was promoted to Purchasing Assistant. By 2016, Kim was promoted to Purchasing Agent where she issued purchase orders for supplies and materials. Now joining our HVAC Service team, she will be responsible for ordering all materials for monthly preventive maintenances, maintaining parts inventory, scheduling pickups and delivery of parts, updating contracts and more. Kim enjoys spending her leisure time with her two boys and shopping.

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### **Roland Diggs - Project Accountant**



In 2015, Roland joined our team as a Journeyman Plumber and since then has worn multiple hats: Material Handler, Crew Leader and Plumber. Now he joins our Accounting Team as a Project Accountant, working with our Project Managers on job cost accounting. He moved to the United States in 2008 and started as a Plumber Apprentice. He completed the four year apprenticeship program, became a licensed journeyman and now holds a Master Plumber License from the state of Maryland. One of his goals is to pass the CPA Exam and receive his CPA certification in the future.

### **Genevia Funk - Assistant Project Manager**



Genevia joined the team as a Field Administrative Assistant in March 2017. Since then, she has been performing administrative support in different job sites and working closely with field supervisors and managers. Her experience in the field landed her the new role of Project Coordinator in October 2018. As an Assistant Project Manager, Genevia will be gaining experience in project management and supporting the Construction team in the completion of their many jobs. Genevia is most excited to continue learning about HVAC/plumbing systems and is looking forward to the various challenges that her new position will bring.

### **Shostyn Pareja - Assistant Project Manager**



Shostyn joined the S&D team in 2013 as a Plumbing Apprentice. In 2014, he completed his Plumbing Apprenticeship from the Associated Builders and Contractors (ABC). Over the past 4 years, Shostyn grew as a Mechanic and Crew Leadman. As an Assistant Project Manager, his main focus will be on the Medstar Georgetown Hospital project where he will be responsible for organizing submittals, planning schedules, coordinating vendors, writing subcontracts, and adding change orders. He is currently in his second year at Montgomery College, studying Construction Management. At school, he is involved in the Construction Student Association and the ABC Crafts Master's Chapter. His short-term goal is to earn his degree within the next year.

### **Stephen Kopsidas - Assistant Project Manager**



Stephen joined the team in 2017 as a Construction Intern and was promoted to Project Coordinator shortly after. Stephen will be gaining experience in project management and supporting the Construction team in the completion of their many jobs. He is currently working on the following projects: Wilson Secondary School, Randolph Elementary School and Navy Federal Credit Union Building. If Stephen could meet anyone it would be David Goggins, a triathlete and motivational speaker because of what he says and practices.



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## NEW HIRE

### Cecilia Kuyumbah - Service Dispatcher



Cecilia joined the HVAC Service department as a Service Dispatcher in July 2019. In her previous roles, she focused on customer service at a call center. As a Service Dispatcher, Cecilia will assure that the HVAC Service Technicians, are well aware of the jobs they are assigned daily and long-term. She will also assure the timeliness completion of projects. Most importantly, Cecilia is looking forward to gaining more experience in commercial dispatching and building upon her customer service skills, as she works on obtaining a Bachelors in Human Resources. Her favorite food is cassava leaf which is a dish prepared in her country, Sierra Leone. Some of her hobbies include cooking, trying new recipes, and spending time with her daughter. If she could meet anyone it would be Oprah because she finds her very inspiring.

A full-body photograph of a man with a long beard and a blue hoodie sitting on a green and black Harley-Davidson motorcycle. He is in a parking lot with a white service van in the background. The van has a blue logo and the phone number 301.5.4340. A yellow excavator is partially visible behind the van. The scene is outdoors with trees in the background.

**BUILD THE LIFESTYLE YOU DESERVE.**

## CURRENT OPENINGS