



Edith Kim
Biographical Sketch
“The Future of Existing Buildings”



Edith Kim is the Project Administrator and Office Manager of Chelsea Group, Ltd., a leading firm in building science consulting. Ms. Kim helps to manage all administrative functions of this technically sophisticated company. Her specific daily tasks include: creating file folders on SharePoint, Up-keeping and posting RFIs, Permitting, Submittal Logs, and reviewing monthly invoices, among other duties. Managing general office needs—ordering and inventorying supplies and software, maintaining order, and pinch-hitting when emergencies arise—is also a vital role where Ms. Kim shines.

Ms. Kim has twenty-seven years of experience within the construction industry, including extensive hands-on field experience, and has undertaken special training on various computer software throughout her entire career—expertise which has made her invaluable in regards to documents control and project office management. In December 1998, while working for the Department of VA at Tripler Hospital, Ms. Kim received a Letter of Commendation from the Department of Veterans Affairs’ Central Office in Washington D.C for her involvement in the customizing, testing, and implementation of an off-the-shelf project management program (Paragon) for VA’s Central Office and Resident Engineers at 112 jobsite offices, nationwide. Also, in May 2008, Ms. Kim received a Letter of Commendation from British Petroleum (BP) for three years of outstanding work and the successful completion of projects at BP’s Carson, CA refinery.

Noteworthy projects that Ms. Kim has collaborated on include: Kaiser Permanente’s Ancillary and Ewa Tower Renovations (2010-2014), the Spark M. Matsunaga VA Medical & Regional Office Center at Tripler Army Medical Center (1995 – 2000), the State of Hawaii Laboratory Facility in Pearl City (1992 – 1995) and the 1132 Bishop Street Building, (1989–1992), among others.