



Rae Lathrop Administrative Services Manager

As the Administrative Services Manager, Rae Lathrop oversees the office operations and systems, supervises administrative staff, and provides executive support to the President of Welsh Construction, FaciliTech, and Genesis Architecture.

An office management professional with 20 years of experience, Rae draws on an accounting background and extensive experience with Microsoft Office applications to achieve smooth day to day office operations. Rae actively seeks ways to integrate technology into office operations to improve work processes and to control and reduce costs. As a manager, Rae emphasizes team building and seeks to promote the professional development of her staff through mentoring.

As a member of the Welsh Construction Management Team, Rae is also involved in the development and implementation of company policies and procedures, planning and budgeting, and coordination and initiation of all company functions and events. Rae's goal is to provide a proactive approach in promoting effective executive decision making and planning to ensure efficient project management services.

Education and Training

- AAS, Office Systems and Management
- Notary Public
- Member of the Association of Professional Office Managers (APOM)