



# Belinda Doss

Executive Assistant



[bdoss@lckcs.com](mailto:bdoss@lckcs.com)

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## SPECIALIZATION

Administration  
Communications

## EDUCATION

Midlands Technical  
College  
Secretarial Science

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## CONTACT DETAILS

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## AREA OF EXPERTISE

Belinda joined LCK in 2008 as executive assistant with an extensive background in support services and executive administrative functions. Her past experience in legal and commercial real estate transactions, as well as key administrative roles for one of South Carolina's Fortune 500 companies, provides a solid foundation for the services she delivers for LCK clients. She is responsible for all AIA contract administration, coordination of various project data and documentation and serves a vital role in the support of the project management and executive leadership team.

## COMMUNITY INVOLVEMENT

Belinda is a member of the Palmetto Center for Women and facilitates one of its bible study programs. She is an active member of Chapin Baptist Church where she serves in the choir and is a Sunday School teacher.