



GAIL ARMSTRONG | *Principal, Controller*

Professional Responsibilities

As Controller, Gail Armstrong oversees all of UDA's financial and human resource functions. Gail joined UDA in 1994 as a member of the accounting staff. Her business skills, vision, and attention to detail enable Gail to maintain tight control over UDA's accounting processes and to contribute to the firm's financial stability. As a result of her demonstrated expertise and leadership capabilities, Gail was appointed Controller in 1995 and became an Associate of the firm in 2003, the first non-architect to achieve that stature in the firm's history.

Gail also serves as UDA's Human Resource Manager. She wrote and enforces the company's employment handbook; participates in the recruiting, interviewing, and salary negotiations with prospective employees; conducts new employee orientations; and maintains employee records. Gail also manages the firm's insurance requirements, negotiating with providers and supervising the enrollment, submission, and reporting associated with the firm's health, life, worker's compensation, Cobra, unemployment, and professional liability insurance policies. She organized and oversees HIPPA compliance and documentation.

Education

Gail graduated second in her class from Carlow University with a Bachelor of Arts in Business Communication with honors. She is a member of the Society for Design Administrators and has served as Vice President since 2004.