

SETH N. BLAIR

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CAREER OBJECTIVE:

To obtain a position in the construction industry where I can apply both my education and work experience.

EDUCATION:

Eastern Michigan University - Ypsilanti, MI
Bachelor of Science - Construction Management

Oakland Community College - Auburn Hills, MI
Associate Degree - Liberal Arts
Associate Degree - Construction Management

WORK HISTORY:

Industrial Services Inc. - Ann Arbor, MI 8/11-1/12
Project Manager and Estimator

- Performed project management duties on projects of various scales; including but not limited to site supervision, document management and promotion of site safety and OSHA compliance.
- Developed an expertise at estimating, inspecting and installing waterproofing, joint sealant and fire stopping systems.
- Created numerous forms, spreadsheets and new installation practices to increase productivity and project efficiency.
- Established a thorough understanding of permits, documentation and required processes necessary to perform work in accordance with industry standards.
- Assisted in business development; including but not limited to website development, marketing and developing relationships with new cliental.

Eastern Michigan University Physical Plant - Ypsilanti, MI 10/10-8/11
Facilities, Planning and Construction
Project Engineer Intern

- Helped perform field inspections and contract supervision to insure the proper quality of work and conformance with job specifications.
- Assisted in the coordination and administration of University projects.
- Maintained and verified accuracy of contractors' payment requests.
- Assisted in precreation contract documents, including plans, specifications, proposals, and contract forms.
- Prepared reports, drawings, graphs and presentation documents for various projects.
- Revised and updated drawings and records, and maintained files, cost records and reports..
- Developed conceptual designs and renderings for various projects.
- Responsible for auditing University apartments, creating the associated work orders and managing the contractors and tradesmen performing the work.

PROFESSIONAL CERTIFICATIONS:

- 30-Hour OSHA Certification
- Member of Local 22 Painters Union
- Member of Eastern Constructors
- Member of COAA
- Member of AGC-Michigan
- Member of ESD
- Confined Space Training
- Lead & Asbestos Awareness Training

SKILLS AND ACHIEVEMENTS:

- Proficient in Microsoft Office Suite and Autodesk AutoCad.
- Skillful at utilizing Google SketchUp to create conceptual designs and renderings.
- Experienced in developing cost-tracking spreadsheets, schedules of values and pre-task analysis.
- Developed an effective Accident Prevention Program.