

OBJECTIVE

Seeking a full-time position in the field of Construction Management.

EXPERIENCE**Facilities Management Intern • Washtenaw County • February 2012 – Present**

- The main responsibility for this position is to assist the Facilities Engineer/Senior Project Manager for Washtenaw County on a strategic large-scale space reorganization and reallocation project for the County's 28 Offices. Multiple buildings and departments of various sizes will be moved and modified under a very aggressive timeline. Job duties include; design work with AutoCAD, the supervision of others, as well as the planning and implementation of various construction and other related functions and tasks to accomplish this space reorganization project.

Project Engineer Intern • PULLMAN / STRUCTURAL • June 2011 – Dec 2011

- Job responsibilities as a Project Engineer Intern include the following; project management support, estimating, budget preparation, job cost management, scheduling, production rate tracking, client relations, safety management, quality control management, engineering, design support, and business development.

Information Desk Attendant • EMU Student Center • September 2010 – May 2011

- Greeted customers and visitors in a friendly and inviting manner. Answered and transferred calls to the requested departments and staff members. Directed students/visitors to various campus and nearby locations, gave helpful information on EMU, and approved flyers for posting on campus. Kept a clean and organized work environment and maintained the campus wide lost and found.

ACHIEVEMENTS

- OSHA 30 hour construction safety certification
- Associate Constructor (AC Certified)
- Member of USGBC • 2010 - Present
- Student member of the Eastern Constructors • 2010 – Present

QUALIFICATIONS

- Developed a cost tracking automated project management tool.
- Developed a production rate tracking and forecasting tool.
- Ability to develop a resource loaded critical path method (CPM) construction schedule in P6.
- Strong and experienced in estimating and bidding construction projects.
- Skilled and knowledgeable in client relations, safety and quality control management, job cost management, production rate tracking, budget preparation and project management.

SKILLS

- Possess a working knowledge of computer applications as a communication tool. Experience and efficiency includes; Primavera P6, AutoCAD and all Microsoft Office programs.
- Analytical, multitasker who learns fast, and is detailed and research oriented.
- Enthusiastic, effective communicator with excellent written and verbal skills.
- Able to establish productive relationships in order to maximize goal achievement.
- Imaginative, confident decision maker who welcomes a challenge.

EDUCATION**Eastern Michigan University • December 2011**

- Bachelor of Science - Construction Management
- Summa Cum Laude
- **Construction courses completed:** Construction Contracting, Planning and Scheduling, Mechanical and Electrical Systems, Construction Materials, Structures, Heavy/Highway Construction, Mechanical & Electrical Applications and Construction Law.

Oakland Community College • April 2010

- Associate in Applied Science - Management Development with a Construction Option - 2010
- Associate in Liberal Arts - 2007
- 3.49 GPA (cumulative); 3.9 GPA (core).
- **Construction courses completed:** Intro to Construction Management, Construction Building Systems and Materials, Construction Drawings, Construction Surveying, Quantitative analysis of Construction Drawings, Intro to Concrete Technology, and Estimating and Bidding Techniques.
- 21 credits of Architecture course work completed.

Birmingham Seaholm High School • June 2004

- High School Diploma

