

Permanent Address:
176 Munger Hill Rd
Westfield, MA 01085

PSU Address:
601 Vairo Blvd. - Apt. 335
State College, PA 16803

Phone: 978.578.0835
E-mail: seb307@psu.edu
Website: <http://www.engr.psu.edu/ae/thesis/portfolios/2008/seb307/>

Sami Emile Boulos

Professional Objective

Seeking a Project Coordinator/Engineer position in the Construction Management industry involving Project Management, Scheduling, and Customer Service.

I can immediately add value to your company using my organizational skills, my 3 summers of internship experience in this field, my proficiency using computer programs: Timberline, Primavera (P3E), MC², Microsoft Word, Excel, and PowerPoint, my ability to work in groups and to take responsibility, and finally my desire to learn new skills and excel.

Work experience

The Pennsylvania State University May-Dec 2007 University Park PA 16802
Intern – Office of Physical Plant

- Worked closely with a project manager and project engineer on several campus projects, including the renovation of Borland Lab and North Frear Lab. This consisted of taking photographs of the site, walk-throughs of the site during construction, monitoring the installation of new steam and power lines underground, and also updating budget spreadsheets and maintaining Change Order, RFI, and Bulletin log books. The most gratifying and educational part of the summer was assuming a managerial role on the Roof Replacement project for a section of the Physical Plant Building. I coordinated with the roofing crew and the materials supervisor to tear off and install a new cold-applied roof system on the roof, as well as incorporate a new skylight into the roof.

William A. Berry & Son, Inc. Summer 2005 & 2006 Danvers, MA 01923

Intern – Brigham & Women's Hospital (BWH) Team

- General organizational aid for the BWH team, working with Project Managers, Engineers, and Coordinators. Tasks included generating Meeting Minutes using *Timberline* software, reviewing/approving submittals, aiding in the adoption of a new organizational method for collecting & tracking Subcontractor Insurance Certificates.

Education

Aug 2003-Present The Pennsylvania State University University Park, PA 16802

Major: B.A.E - Bachelor's of Architectural Engineering, Construction Management

Five-Year Professional Degree – ABET accredited

Expected Graduation – **MAY 2008** Cumulative GPA: 2.96/4.0

References/ Transcripts

Available upon request

Organizations and Activities

The Pennsylvania State University Marching Blue Band (2003-2007)

S:PACE – Student Partnership for Achieving Construction Excellence

- **Communications Officer** – 2007

Intramural Sports - Soccer, Softball, Flag Football, Volleyball, Basketball