

- Objective:** To obtain an internship position during the summer of 2009, with a view to a full time position after December 2009, in Architectural Engineering, with a concentration in Construction Management.
- Education:** **Integrated Bachelor and Master of Architectural Engineering**, ABET, Inc. Accredited  
*The Pennsylvania State University*, University Park, PA  
Construction Management Option  
Graduation Date: December 2009  
BAE GPA: 3.38/4.00  
MAE GPA 3.83/4.00
- Employment History:**
- James G. Davis Construction Corporation**, Rockville, MD  
Intern – Superintendent and Project Manager Summer 2008
- \$248 million 1.5 million SF *Constitution Center* modernization & renovation of the Nassif Building
  - Directed, with project manager, site work, demolition and plaza coordination
  - Monitored, with superintendent, structure, blast, and masonry
  - Reviewed and processed submittals, RFIs, change orders, transmittals, and meeting minutes
  - Documented 7 Subcontractors' Daily Work Reports
  - Managed and documented the progress of the 3 story 600,000 SF parking garage
  - Redesigned temporary parking arrangement for 300+ construction employees
  - Developed documentation procedures for work, trash removal, and water cleanup progress
  - Earned 40 DAVIS Leading Credits (DLCs) by participating in OSHA 30-Hour, Prolog, LEED, and Spanish courses.
- Truland Systems Corporation**, Reston, VA  
Intern – Project Manager Summer 2007
- Oversaw, with project manager, all aspects of electrical construction on the \$611 million *Washington, DC Nationals' Baseball Stadium*
  - Formulated detailed electrical timeline and scheduled 115 laborers in compliance with Project Labor Agreement
  - Managed all submittals and RFIs throughout the project
  - Estimated all equipment required for external power sources and interior electrical components for addendums
  - Investigated and ordered safety apparatus for electrical switchgear equipment in 4 building zones
  - Analyzed and revised 200+ architectural panelboard schedules to ensure consistency with electrical submittals
  - Teamed with mechanical subcontractor to order electrical components on 30 pieces of mechanical equipment
  - Researched requirements and assisted in writing electrical permit for additional parking garage projects
  - Supervised and documented the installation of 6 left field sports lighting structures
  - Attended OSHA #309A Electrical Standards Course
- Penn State Engineering Cooperative Education and Professional Internship Programs**, University Park, PA  
Student Employee Fall 2007 – Present
- Acted as first line of contact for students, parents, and employers regarding program questions
  - Assisted in managing student participation process and resolving database issues
  - Coordinated student volunteers and scheduled Envoy presentations for first year seminars and organizations
  - Organized a 15 hour work schedule with a full course load
- Skills:** AutoCAD/Architectural Desktop      Macromedia Dreamweaver      Adobe Photoshop  
Pro/Engineer Wildfire 2.0      ProLog – Project Management Software      Autodesk Revit
- Leadership:** **President, Secretary and Service Officer, Service Director, Committee Chair** – Society of Women Engineers
- Worked with College of Engineering staff to coordinate largest student run career event at *The Pennsylvania State University* with +120 companies, 1500 students, and 150 volunteers
  - Coordinated multiple networking receptions for all engineering students that included about 40 companies
  - Organized multiple engineering outreach events and community service events
  - Developed and maintained the SWE web site, found at <http://www.engr.psu.edu/swe/>
- Computer Lead, Mentor** – Women in the Engineering Program Orientation
- Responsible for an orientation to the computer systems that a College of Engineering student uses on a daily basis
  - Coordinated, with 4 other leads, an orientation for first year women engineers
  - Developed the updated WEPO web site, found at <http://www.engr.psu.edu/wep/WEPO/WEPOHome.html>
- Treasurer** – Student Chapter of PACE      **Envoy** – Architectural Engineering Department  
**Envoy** – Engineering Internship Program      **Security Leader** – THON Rules and Regulations Committee  
**Volunteer Leader** – Girl Scout Saturday Outreach      **Mentor** – Engineering Mentorship Program
- Membership:** Architectural Engineering Institute, Lion Scouts High School Visits, Habitat for Humanity