

CLARA WATSON

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PROFESSIONAL OBJECTIVE

To utilize my abilities and experiences as an architectural engineer to obtain a full time employment position.

EDUCATION

THE PENNSYLVANIA STATE UNIVERSITY, UNIVERSITY PARK, PA

Integrated Bachelor and Master of Architectural Engineering (BAE/MAE)

Construction Management Option

Sede di Roma Participant, Minor in Architectural Studies

Anticipated Graduation: **May 2012**

ENGINEER IN TRAINING UPON GRADUATION (EIT), MAY 2012

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) 30-HOUR CERTIFICATION

CUMULATIVE GPA: **3.62 / 4.0**

MAE GPA: **4.0 / 4.0**

WORK EXPERIENCE

FORRESTER CONSTRUCTION COMPANY, ROCKVILLE, MD, SUMMER 2011

- Created and maintained a current project punchlist for completed phases
- Coordinated jobsite material deliveries in support of meeting project schedule requirements
- Created and maintained a "day-by-day" schedule to monitor the completion of critical summer activities
- Assisted with logistical planning and implementation of the project phasing
- Completed daily reports by monitoring subcontractor manpower, activities, and production

OFFICE OF PHYSICAL PLANT OF PENN STATE UNIVERSITY, STATE COLLEGE, PA, SUMMER 2010- DECEMBER 2010

- Notified University population of pertinent safety information regarding construction projects
- Developed and implemented documentation strategies for monitoring construction project progress
- Initiated preliminary design of testing booths for ADA compliance, allowing critical grant research to continue
- Planned, designed, and implemented pedestrian detours at various large scale streetscape construction projects
- Posted addendums, field sketches, and supplemental instructions onto the project documents

FOREMAN PROGRAM AND CONSTRUCTION MANAGERS, ZELIENOPLE PA, SUMMERS 2008-2009

- Prepared and distributed job conference meeting minutes in a timely fashion
- Created and distributed the three stages of AIA Change Orders
- Prepared and wrote prime contractor and owner correspondence
- Ran project closeout by collecting closeout paperwork and distributing to the project owner
- Assisted with quality control and document conformance reviews of work in place

LEADERSHIP AND EXTRA CURRICULAR EXPERIENCE

TEACHING ASSISTANT FOR ARCHITECTURAL BUILDING MATERIALS, FALL 2009-PRESENT

- AE221 TA: Assist the professor by reviewing, assessing, and creating students' exams, quizzes, and homework

SOCIETY OF ARCHITECTURAL ENGINEERS, SPRING 2009-PRESENT

- SSAE *Mentor*: Mentor for three AE students by serving as a campus resource throughout the academic year
- SSAE *Yearbook Committee Member*: Document SSAE events and organize photos for the AE yearbook
- AEI *Member*: Interact with students to share education and experience in Architectural Engineering

WOMEN IN ENGINEERING PROGRAM, FALL 2007-PRESENT

- WEPO 2008 *Rover (Junior Mentor)*: Interviewed and was selected to mentor a group of 12 female engineers
- WEP *Member*: Participate in functions devoted to achieving equality and full participation for women engineers
- *Volunteer Leader*: Mentored for the Girl Scout Saturdays Outreach Program

PARTNERSHIP FOR ACHIEVING CONSTRUCTION EXCELLENCE, FALL 2009-PRESENT

- S:PACE (Student Chapter of PACE) *Member*: Network with students, faculty, and building industry practitioners

SOCIETY OF WOMEN ENGINEERS, FALL 2007-PRESENT

- SWE *Member*: Assist with blood drive as volunteer
- SWE *Volunteer*: Host prospective women in engineering students in SWE Stay-over

AWARDS / HONORS

Clark Construction Group Scholarship recipient, 2011

Pittsburgh Builders Exchange Scholarship recipient, 2010

The Prudential Spirit of Community Award for Community Service, 2006 and 2007

The President's Volunteer Service Award for Community Service, 2006 and 2007

Butler Eagle/Embarq Leaders of Tomorrow nominee for outstanding leadership in the community, 2007