# Sarah Jane Haynes

Email: sjh206@psu.edu

*Objective*: Seeking an internship for the summer of 2004 in Architectural Engineering to expand my knowledge of Construction Management.

*Education*:

**The Pennsylvania State University, University Park, PA**
Bachelors of Architectural Engineering/Masters of Architectural Engineering
ABET Accredited Professional Degree – Bachelors of Architectural Engineering
Expected graduation date: December 2004
Graduate Courses:
Production Management  Legal Aspects of Eng. & Construction
Passed the Fundamentals of Engineering Exam – Fall 2002

- Upon graduation I will obtain E.I.T. status

*Computer Skills*:

| | | |
|---|---|---|
| AutoCAD 2000/Lt 97 | Constructw@re | Primavera Project Planner |
| $MC^2$ | Microsoft Project: ProChain | Microsoft Word/Power Pt |
| Internet | | |

*Work Experience*:

**P.J. Dick, Pittsburgh, PA**
Office Engineering Intern  May '03- August '03

- Interned on the Kiski Area High School Project; Approx. 268,200 SF
- Compiled information from drawings and spec book, interacted with potential suppliers/subcontractors and prepared Subcontracts and Purchase Orders
- Responsible for entering RFI's and Submittals into Constructw@re
- Responsible for posting the drawings and spec book with new information
- Calculated quantities of over-excavation and concrete pours

**Canzian/Johnston and Associates, New Kensington, PA**
Draftsperson  June '01- January '03 (school breaks)

- Drafted projects on AutoCAD Lt 97, referring to existing drawings and/or working drawings for a $39.7 million plan to modernize Kiski Area High School
- Surveyed existing buildings, taking measurements and pictures
- Utilized reference books such as Manufacturer Catalogs, Sweet's Catalogs, and American Standards Books

**Penn State University Learning Center, University Park, PA**
Receptionist  August '01- Present (semesters)

- Responsible for closing and opening the facility to students
- Responsible for distributing and organizing materials put on reserve

*Honors/Activities*:

Dean's List: Spring '01, Spring '02, Spring '03
Student Chapter: Partnership Achieving Construction Excellence (S: PACE)

- Involved with Calendar Committee and Invitations to Roundtable

Design-Build Institute of America (DBIA)

*References*: Available upon request

**This is an abbreviated version of my current resume. Certain personal and academic performance information has been removed from this on-line version. Please contact me via email for additional information.**