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Objectives: To obtain a position in a progressive construction management firm where I can gain as much knowledge and experience as possible, while utilizing and expanding my construction management skills, to add value to the firm and be instrumental in meeting and exceeding organizational goals.

Education: **The Pennsylvania State University, University Park, PA**
Bachelor of Architectural Engineering (B.A.E), ABET Accredited
Five Year Professional Degree – ABET
Graduation: May 2009 **Cumulative GPA: 3.30/4.00**
CPEP website: www.engr.psu.edu/ae/thesis/portfolios/2009/kma5015

Experience: **Balfour Beatty Construction, Fairfax, VA**
Project Engineer Intern May 2008 – August 2008

- Reviewed, composed, and posted RFIs, submittals, transmittals, shop drawings, bulletins, & change orders
- Assisted with LEED submissions for building certification, pay applications & reacquisition's
- Provided MEP assistance for the project staff & monitored Material Tracking Log
- Recorded meeting minutes for weekly subcontractor meetings
- Tracked job progress with daily subcontractor productivity logs and weekly construction photographs

Grunley Construction Company, Rockville, MD
Assist. PM & Superintendent Intern May 2007 – August 2007

- Gained valuable field and office experience by mixed exposure to superintendent and project manager duties
- Reviewed & coordinated shop drawings, processed material submittals, daily reports, & requests for information
- Coordinated subcontractors, installers, and materials to ensure quality and meet project milestones
- Drafted and executed punch list

K2 Engineering Inc., Uniontown, PA
Structural Intern June 2004 – April 2007

- Managed the design of residential plans for a variety of living options such as ranch, duplex, additions, renovation and multi-story homes
- Complete detailed plans for foundations, roof lines, electrical, mechanical, floor plans, elevations, sections, and details
- Completed commercial/government designs such as schools, stores, car washes, memorials, and storage

Skills: Proficient in Microsoft Project, AutoCadd 2009, Revit, Land Desktop 2004, Renzo, MC², Microsoft Office Suite, OSHA 10 Hour, Primavera Project Manager, & D4

Activities & Awards: Society of Women Engineering – Committee Chair
Student Society of Architectural Engineers (SSAE)
Architectural Engineering Institute (AEI)
Architecture/Cadd Award
Envoy – Architectural Engineering Department
Partnership of Achieving Construction Excellence (S:PACE)