

Courtney Glaub

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Objective To obtain a full time entry-level position with a construction management company.

Experience Whiting-Turner January 2010-May 2011 State College, PA

Intern

- Photographed progress of construction
- Performed quality control on various aspects of construction
- Organized & coordinated submittals and RFI's
- Updated construction documents
- Coordinated construction documents with shop drawings
- Assisted in bidding out work scopes
- Managed progression of metal panel installation

Continental Building Systems Summer 2009 Homestead, PA

Intern

- Organized/prepared submittals and transmittals
- Managerial duties without supervision
- Organized/prepared the invitations to bid for subcontractors
- Advised on OSHA safety requirements weekly
- Instructed safety orientation for new subcontractors

Axis Architecture 2007-2008 North Huntingdon, PA

Intern

- Experience with Microstation V8 and Adobe Photoshop
- Performed construction observation at active job sites
- Revised CAD drawings for construction document preparation
- Organized/prepared shop drawing submittals

Education **Penn State University, University Park, PA** 2006-2011

Bachelor of Architectural Engineering, May 2011
Five year ABET accredited degree
Construction Management Option
Overall PSU GPA: 3.11

Norwin Senior High School North Huntingdon, PA 2002-2006

- Trained in AutoCAD and hand drafting

Skills Prolog, AutoCad 2010, Microsoft Office, Revit Architecture

Awards Honor Society, ACE program (Academic Career and Excellence), Chancellors Circle Award, Deans list Fall 2006, Highest Achievement Awards in ACE, Perfect Attendance, Pittsburgh Builders Exchange Scholarship, Beaver Scholarship in Heavy Construction

Organizations Student Society of Architectural Engineers (SSAE) – Yearbook Committee
Student Society of the Partnership for Achieving Construction Excellence (S:PACE)
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