Natalie M. Bockhorst

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215-622-3022

Local Address: Permanent Address:
255 E. Beaver Ave. Apt 1204   559 Mininger Road
State College, PA 16801   Souderton, PA 18964

Objective

To obtain a full time position in Construction Management.

Education

The Pennsylvania State University - University Park, PA
   5th year, Candidate Bachelor of Architectural Engineering   Cumulative GPA: 3.21/ 4.00
   Construction Management Option
   Expected Graduation: May 2012

Work Experience

Balfour Beatty Construction   Fairfax, Virginia
Estimating and Purchasing Intern   May 2011 –Aug 2011

- Document Control
- Performed detailed takeoffs for divisions 10, 11 and 12 on multiple projects
- Compiled detailed estimated for above-mentioned divisions
- Participated in multiple Bid Days
- Mentored subcontractors and assisted in scope coordination activities
- Wrote Purchase Orders and prepared detailed scopes of work for various trades
- Tracked and compiled solicitation information regarding small business participation on federal pursuits
- Toured jobsites
- Completed training courses in time management, technical writing, and Google Sketch-Up
- Attended department meetings and had regular interactions with department leadership

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Leadership / Awards

- 2011 President- Design Build Institute of America (DBIA)
- 2011 Hettema Leadership Award
  - Recognized for outstanding efforts in the area of leadership and professional development in construction management
- 2011 Alden House Head- The Student Society of Architectural Engineers (SSAE)
- 2010 Vice President- Design Build Institute of America (DBIA)
  - Horman Memorial Stone Shop Drawings
- Member - The Student Partnership for Achieving Construction Excellence (S:PACE)
- Women in Engineering Program Orientation (WEPO)
- Member- Women in Engineering Program (WEP)
- Member- Society of Women Engineers (SWE)

Technical Skills / Certifications

- AutoCAD
- Autodesk Revit Architecture
- Reading Contract Documents
- Google Sketch-up
- Microsoft Office Applications
- MC2
- Autodesk QTO