

JENNA M. DUMKE

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Education:

The Pennsylvania State University - University Park, PA

- Integrated Bachelor and Master of Architectural Engineering
ABET Accredited

GPA: 3.31 / 4.00
Graduation: May 2013

Work Experience:

Mark G. Anderson Consultants

Virginia Data Center – Summer 2012

Washington D.C.
Project Cost: \$150M

- Prepared Request for Proposal for Third Party Testing & Inspections
- Led Process on Choosing and Executing T&I Contract
- Participate in Design Reviews, Construction Meetings, & Resource Allocation Meetings
- Represent Owner at Planning Sessions with County
- Attend Scope Reviews & Interviews for Construction Packages

Toronto Data Center- Summer 2012

Project Cost: \$110M

- Participate in OAC Meetings and Internal Owner Meetings
- Review Change Order Request and Outstanding Closeout Items

DPR Construction

Kaiser Permanente- Medical Office Building - Summer 2011

Falls Church, Virginia
Project Cost: \$43M+
230,000s.f.

- Responsible for Buyout Process of Several Trades
- Led Weekly Safety Meetings with Laborers & Performed Weekly Safety Audits
- Reviewed Submittals and Purchase Orders for Glazing, Flooring, Roofing, & Specialty Subcontractors
- Wrote/Posted RFI's; Organized "Hot Items" for Architect Correspondence
- Presented Project Update at Company Wide Quarterly Meeting for Mid-Atlantic Region

Digital Realty Trust – Loudoun Exchange Data Center - Summer 2010

Project Cost: \$50M+
100,000s.f.

- Tracked Closeout Items
- Wrote Weekly Report sent to Project Executives, Architects and Engineers
- Reviewed Submittals & Purchase Orders
- Wrote/Posted RFI's
- Attended Owner's Meetings, M.E.P. Coordination Meetings, and Subcontractor Meetings

The Pennsylvania State University

Teaching Assistant AE 222 - Autodesk Revit Architecture 2012 Based

University Park, Pennsylvania
January 2010- Present

Trenton Block Inc.

E.P. Henry Hardscaping Distributor

Yardley, Pennsylvania
June 2007- August 2009

Assistant Office Manager

- Worked with home contractors, foreman, laborers and landscape architects in design and purchasing process
- Calculated square footage and patterns of pavers, layers of wall block, underlayment, adhesive and filler stone for Residential Construction Projects
- Coordinated Customer Deliveries and Inventory Shipments

Leadership / Awards:

- Hettema Leadership Award 2012
- 7x24Exchange Shariar Zaimi Memorial Scholarship 2012
- Secretary, 3rd Year Representative - The Student Partnership for Achieving Construction Excellence (S:PACE)
- Communications, Volunteer Project Coordinator – Design Build Institute of America PSU Chapter
- Appalachian Service Project Summer 2011 Chaperone/Participant
- Penn State All-Girl Competitive Cheerleading Team, Member
- 2nd Year Representative, Architectural Engineering Mentor – The Student Society of Architectural Engineers
- United States Army Reserve National Scholar/Athlete Scholarship Award

Technical Skills / Certifications:

- AutoCAD
- Microsoft Office Applications
- Reading Blueprints and Working Drawings
- Autodesk Revit

References Available Upon Request