

RUSSELL J. VOIGT

LEED Green Associate

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OBJECTIVE

To obtain a full-time project management role with an industry leader in the construction of commercial healthcare facilities or green buildings in the Mid-Atlantic or Rocky Mountain regions.

EDUCATION

The Pennsylvania State University - Bachelor of Architectural Engineering **May 2014**

- **Option:** Construction **Minor:** Architectural Studies **GPA:** 3.10
- Sedi di Roma: AE Study Abroad Program – Rome, Italy
- Member of S:PACE & Student Society of Architectural Engineers

EXPERIENCE

Project Mgmt. Intern- HSC Builders & Construction Managers **May - Aug. 2013**

Philadelphia, PA - Cancer Treatment Centers of America

- Prepared Dept. of Health documentation, submittal logs (Prolog), & closeout documents
- Conducted daily field reports for deep foundation work (caissons)
 - checked caisson dimensions & concrete mixes with inspectors
 - recorded embedment depths, obstruction time, & manpower
 - supervised job site safety
- Integrated construction documents with RFI's, ASI's, and proposal requests
- Participated in L&I inspections, punchlist walkthrough, mock OSHA inspection

Estimating Intern – LR Costanzo Construction Services **May - Aug. 2012**

Scranton, PA

- Prepared lump sum estimates and solicited subcontractors & vendors
- Performed scope reviews, quantity takeoffs, and production analysis
- Formed proposals and reviewed subcontractor proposals
- Attended pre-bid meetings and site reviews
- Building types: pharmaceutical labs, wastewater treatment plant, baseball stadium, fire station, offices, student housing, gymnasium, industrial facility

Mountain Guide – Penn State Adventure Recreation **2011 – Present**

University Park, PA

- Leads 1-3 day trips of 6-10 participants in outdoor activities
- Qualified for rock climbing, backpacking, rafting, SUP, caving, & biking trips
- Responsible for demonstrating technical skills and safety practices
- Certified in Wilderness First Aid (NOLS) & CPR (American Heart Assoc.)

Class A Caddy – Country Club of Scranton **2007 - 2011**

Clarks Summit, PA

- Communicated golf strategy and adjusted routines to accommodate players
- Trained & mentored new caddies
- 2008 Caddy Tournament Champion

SOFTWARE PROFICIENCIES

- Prolog •Sage Timberline Estimating •Microsoft Project •Autodesk Quantity Takeoff
- SketchUp •MC² ICE •AutoCAD •Microsoft Office •Primavera P6