



**Matthew Stevenson**  
LEED® AP, BD+C  
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**School Address**

307 Locust Lane Apartments, Apt #307  
State College, PA 16801

**Home Address**

218 Packer St.  
Avoca, PA 18641

Objective: To obtain a project management position with a reputable company upon graduation

**Education**

The Pennsylvania State University -- Expected May, 2012

University Park, PA

- Bachelor of Architectural Engineering
- Five year ABET accredited professional program
- Construction Management Option
- Current GPA: 3.1
- Passed LEED AP exam on Jan. 5th, 2012
- Scheduled FE exam for April, 2012

**Experience**

Warfel Construction Internship -- May - August, 2011

East Petersburg, PA

- Evaluated scopes of work from subcontractors
- Organized and compared bids from multiple contractors for scopes of work
- Prepared and submitted RFI's
- Reviewed and processed submittals
- Visited and performed construction tasks on a 210,000 SF intermediate school bi-weekly
- Updated drawings and specifications with latest addendums and bulletins
- Performed take-offs of various building materials such as window blocking

Resident Assistant -- August, 2009 - May, 2011

University Park, PA

- Assessed and responded to the needs of 30 residents on floor
- Created, planned, and implemented educational, social, and recreational programs
- Acted as a liaison between residents and Department of Residence Life
- Counseled peers on personal, academic, and career concerns
- Managed various administrative duties including maintenance requests, incident reports, and room transfers
- Enforced and upheld university policies

**Relevant Courses**

- AE 372 - Introduction to the Building Industry
- AE 475 - Building Construction Engineering I
- AE 476 - Building Construction Engineering II
- MGMT 326 - Organizational Behavior and Design
- AE 472 - Building Construction Planning and Management
- AE 473 - Building Construction Management and Control

**Computer Skills**

- Proficient with AutoCad, MS Office Suite, MC<sup>2</sup>, Navisworks, Primavera, and Revit
- General Internet Skills