

# Andrew Frank Cecere

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- OBJECTIVE** To obtain a permanent position in construction management within the commercial construction industry.
- EDUCATION** **The Pennsylvania State University** University Park, PA  
*B.A.E.—Architectural Engineering* May 2004 (expected)  
*Construction Management Emphasis*
- WORK EXPERIENCE** **The Pennsylvania State University** (*12-16 Hours per Week While Full-Time Student*) University Park, PA  
**Construction Services Intern—Office of Physical Plant** June 2003—present
- Managed multiple projects simultaneously to prepare Beaver Stadium for annual maintenance & renovations.
  - Major projects included design-build of a \$50,000 concession facility & installation of 4 Sheetz locations.
  - Assisted in managing President's residence; exterior residential restoration and preparing for weekly events.
- Dick Corporation** Pittsburgh, PA  
**Project Intern—Wilmington, DE** Summer 2002
- Located on-site at PNC Financial Services' PFPC Worldwide Headquarters (project worth over \$40 million).
  - Prepared punch lists for subcontractors, recorded meeting minutes, processed submittals and requests for information. Analyzed architect's construction change directives and collected pricing.
- Estimating Intern—National Building Division** Summer 2001
- Prepared estimates for divisions 8, 10-14 on a federal campus, airport renovation and expansion, and prison projects located throughout the United States.
  - Estimates included quantitative take-off and subcontractor solicitation and interaction.
- The Whiting-Turner Contracting Company** Baltimore, MD  
**Field Office Intern—Harrisburg, PA** Summer 2000
- Solicited bids, assisted in preparing bid for a possible Circuit City.
  - Prepared and evaluated punch list during project closeout of a newly renovated Crowne Plaza Hotel.
  - Solicited bids, evaluated submitted bids, awarded contracts, assisted in preparing project estimates, supervised on-site operations during demolition portion of renovations to Dauphin County Courthouse.
- Ritter Bros., Inc.** Harrisburg, PA  
**Construction Department Intern** Summer 1999
- Worked with blueprints, contracts, specifications, addendums, submittals, and transmittals.
  - Interacted with estimators, project managers, accountants, superintendents, and suppliers.
  - Attended job meetings and interacted with project managers and on-site personnel.
- Hershey Entertainment & Resorts** Hershey, PA  
**Engineering Department Academic Intern** Aug. 1998-May 1999
- Performed field surveying for site plans drawing. Drafted floor plans and renovation designs.
  - Worked with fire safety codes and Americans with Disabilities Act compliance within new construction.
  - Designed facility layouts using Microsoft Microstation CAD program and drew scaled pencil drawings.
  - All responsibilities for HERSHEY PARK expansion and renovation for 1999 and 2000 seasons.
- HONORS & AWARDS** Eagle Scout Award, Boy Scouts of America  
*Scholarship:* 2000 Associated General Contractors of America, Education & Research Foundation  
*Scholarship:* 1999, 2000, 2002 Associated Builders & Contractors Merit Shop Research Center  
*Scholarship:* 1999 Hershey Area Kiwanis Club
- ACTIVITIES** Student Partnership for Achieving Construction Excellence, Penn State University
- 3<sup>rd</sup> Year Representative (2001-2002) and member (2001-present)
- Professional Soccer Referee (*Avg. 15-20 Hours per Week While Full-Time Student*)
- Certified in Youth, Amateur, Senior, Professional, High School, and College
  - 1999 Eastern Pennsylvania Youth Referee of the Year
- Phi Kappa Tau Social Fraternity, Penn State University (*Avg. 5-8 Hours per Week While Full-Time Student*)
- *Director & Founder:* KICKS 4 KIDS Charity Youth Soccer Tournament (1999-present)
  - House Manager (2002) and Dance Marathon Family Relations Chair (2000-present)
  - Scholarship Chair (2000-2001) and Homecoming Chair (2000)
- THON, The 48-Hour Penn State Dance Marathon
- Dancer (2000) and Security Team (2001)
- COMPUTERS** AutoCAD, Microsoft Microstation CAD, Expedition, Primavera, MC<sup>2</sup>, Microsoft Office, FrontPage.