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CPEP WEBSITE: <http://www.arche.psu.edu/thesis/eportfolio/current/portfolios/jlr380/>

OBJECTIVE

- To obtain full time employment with a general contractor or construction management firm by 2006 where I may continue professional growth in the construction industry.

EXPERIENCE

Hensel Phelps Construction Company, Arlington, VA Summer 2005
Field and Office Engineer intern

- *Pentagon – Wedge 3 Construction and Renovation Project*
- Performed estimating take-offs and reviewed requests for information
- Executed accounting tasks such as processing pay applications and change orders
- Field survey and layout
- Inspected construction with Quality Control team

Westinghouse, Inc., Churchill, PA 2002
Accounting intern

- Audited illegal transactions on government expense reports
- Calculated per diem for allotted funds
- Recorded all expenses, evaluated data
- Transferred all written records to Excel format for comparative analysis

Frosty Cone, Elizabeth, PA 2000 - 2004
Manager

- Served customers
- Communicated orders to companies
- Displayed leadership by trained, supervising and evaluating other employees
- Created work schedules for other employees

EDUCATION

Pennsylvania State University, University Park, PA 2001 –present
• Bachelor of Architectural Engineering, five year professional degree – ABET accredited
• Construction Management Option

• Expected graduation date: Spring 2006

Rome College, through Pennsylvania State University Summer 2004

- One semester intensive architectural study
- Minor in Architecture; expected completion Spring 2006

RELEVANT COMPUTER KNOWLEDGE

- Engineering skills: AutoCAD 2004, STAAD III, MC² Estimating, D4 Estimating, Primavera Scheduling
- Other: Fortran 90; Microsoft Office XP, Dreamweaver

PROFESSIONAL AFFILIATES

- Member AE Construction Management Organization (S:PACE) 2005
- Member Society of Women Engineers (SWE) 2001 – present
- Member Women in Engineering Program (WEP) 2001 – present

REFERENCES

- Available upon Request