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Corinne Ambler

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- OBJECTIVE:** To obtain a full time position, upon graduation in May 2007, in the construction industry and gain the knowledge and experience to allow me to continue onto the next level in my career development.
- EDUCATION:** **Bachelor of Architectural Engineering, May 2007**
The Pennsylvania State University, University Park, PA
Option: Construction Management
GPA: 3.31/4.00
- EXPERIENCE:** **Barton Malow Company – Baltimore, MD – Future Employer July 2007**
Summer Intern at the Coppin State University Project; Summer 2006
Project Engineer Responsibilities
-Responsible for the review, tracking and processing of RFI's
-Attended and wrote meeting minutes for Owner, Contractor, and Coordination Meetings
-Took progress photos for Barton Malow records and Owner's Report
-In charge of keeping contract documents up to date
-Tracked caisson progress and analyzed cost
-Aided in review, processing, tracking of submittals
- The Pennsylvania State University Office of the Physical Plant**
Student Intern; Spring 2005, Fall 2005, Spring 2006, 9/06-Current
-Attend departmental meetings
-Correct redlines on AutoCAD drawings
-Gather and process on site information
- Concept Retail - Ocean City, NJ**
General Manager of Sally Scoops; Summer 2005
-Accountable for P&L of start-up business
-Responsible for all store operations, daily fiscal reconciliation and procurement cycle
-Designed and implemented detailed marketing plan to achieve targeted revenues
-Responsible for employee hiring, training and orientation
-Developed employee schedule, payment plans and bonus options
-Arranged store layout & Purchased and ordered all products
Assistant Manager of Silver Lining; Summer 2002, 2003, 2004
-Responsible for store operations, daily fiscal reconciliation and procurement cycle
-In charge of employee training and orientation
-Provided customer service
- ACTIVITIES:** Architectural Engineering Department Envoy
Student Chapter of Partnership to Achieve Construction Excellence (PACE)
President of PACE (2006-2007)
Treasurer of PACE (2005-2006)
Student Society of Architectural Engineers (SSAE)
Women in Engineering Program (WEP)
Intramural Volleyball and Flag Football
- AWARDS:** Hetteema Leadership Award - 2006
- COMPUTER SKILLS:** Microsoft Office Adobe Photoshop ICE - MC² D4 - Estimate
AutoCAD 2006 Primavera Prolog Dreamweaver
- COURSE WORK:** Architectural Design & Planning Steel, Timber, Concrete and Foundation Design
Mechanical Systems Design Construction Engineering
Electrical and Lighting Design/EE Management (College of Business)
Architectural Acoustics Preconstruction/Trade Coordination/Cost Analysis