

ERICA L. CRAIG

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Senior Portfolio: <http://www.engr.psu.edu/ae/thesis/portfolios/2008/elc159/>

University Address

532 East College Avenue # 9A
State College, PA 16801
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Permanent Address

5960 Hocker Street
Harrisburg, PA 17112
717.545.2926

OBJECTIVE: To acquire full time employment as a Project Engineer with a Construction Management or design firm and to gain practical knowledge and experience within the construction industry.

EDUCATION: The Pennsylvania State University, University Park, PA Graduation May 2008
Bachelor of Architectural Engineering – Construction Management Option
Five Year Professional Degree – ABET Accredited
Grade Point Average 3.28/4.00

COURSES: Building Construction Engineering Design-Build Montana: Sustainability
Working Drawings CADD Applications for Buildings

EMPLOYMENT: Alexander Building Construction, LLC, Harrisburg PA Summer 2006 & 2007
College Project Engineer Intern

- Hershey Medical Center Fitness Center Expansion and PA Farm Show Rehabilitation, Summer 2006
- The Great Escape 14 Cinema Theatre, Summer 2007
- Interacted and worked alongside Project Managers, Subcontractors, Owner Representatives, and design professionals.
- Performed take-offs, schedule up-dates and close-out procedures as well as handled Requests for Information and Submittals on numerous projects.

The Pennsylvania State University, University Park PA
Assistant Director, Junior Instructor Development Program Fall 2007 - present

- Managed and advised 10 instructors; performed daily evaluations, organized workshops, tracked progress throughout the semester.

The Pennsylvania State University, University Park PA
Fitness Instructor Fall 2004 - present

- Trained to instruct over 7 different types of aerobic classes and Instructor of the Month/Week 4 times.
- Coordinate and lead workshops for first time instructors in the program in addition to mentoring new instructors.

PennDOT, Harrisburg PA
College Engineering Intern Summer and Winter 2004-2005

- Enjoyed assisting Maintenance Division Managers and faculty.
- Updated and maintained Maintenance Division's filing systems by moving hard copy files to EDMS program and supervised other in learning the program.

SKILLS AND ABILITIES: AutoCAD 2007 Microsoft Office D4 Cost Estimating Primavera
Autodesk Viz Drawing/Sketching Project Administrator (PA) Microsoft Project

ACTIVITIES: Dean's List for 4 semesters American Indian Housing Initiative
S:PACE Member Fitness & Health

REFERENCES: Available upon request.