

Robert James Hines

(570)-269-6223 ♦ RJH5109@psu.edu
122 Erica Way Stroudsburg, PA 18360

Education

The Pennsylvania State University

Degree: Bachelor of Architectural Engineering
Concentration: Construction Management

2007- Present
5yr professional degree -ABET accredited
Graduation Date: December 2012

Awards/Achievements

- Dean's Scholarship award 2007-2008
- Strawbridge Memorial Trustee Scholarship 2008-2010

Work Experience

W.L. Hines Electric

- Summer Electrician Assistant
 - Established a solid understanding of electrical code within the N.E.C.
 - Shadowed Master Electricians on residential and commercial projects
 - Read and followed electrical plans to properly install materials
 - Performed other duties as required by a Master Electrician
 - Install EMT, PVC, Greenfield, Romex and MC
 - Furnish and install temporary lighting, receptacles and switches
 - Trace circuits from outlets/switches to panel boxes
 - Mount electrical panels, disconnects, junction boxes, etc...

Bedford, NY
Summer 2010 and 2011

The Pennsylvania State University

- Residence Life Work Study
 - Provide support for Assistant Director of Residence Life, Resident Life Coordinators, and 31 Resident Assistant staff
 - Insure quality customer service for parents, students, staff, and University Police
 - Serve as a Front line of contact for emergencies, disseminating information to appropriate staff
 - Developed and exhibit interpersonal skills catering to a variety of stakeholders
 - Organize, file, and distribute documents to Resident Assistant staff
 - Schedule appointments for Coordinators and Assistant Director of Residence Life
 - Manage office supplies, keys and closet inventories
 - Developed time management and multitasking skills
- Peer Tutoring: Calculus, Trigonometry, etc...
 - Plan, organized, and administered group study sessions
 - Facilitated individualized exam study sessions and homework assistance

University Park, PA
2010-Present

Spring 2008

Leadership

S: PACE - The Student Chapter of Partnership for Achieving Excellence

- Active Member
 - Learn about companies and their impact on the Engineering industry
 - Acquire skills for real life application
 - Attend S:PACE seminars for innovative industry progressions
 - Attend information sessions for networking with others in the industry

2010-Present

Phi Mu Delta Fraternity Inc.

- Recruitment Chair/Social Chair
 - Recruit and mentor potential members
 - Act as a resource to pre-qualifying members about fraternity ideals and values
 - Oversee a \$1000 administrative budget
 - Coach members on new recruitment techniques
 - Organize and manage recruitment events
 - Conceptualized and created advertising and promotions for the fraternity

2008-Present