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Dana M. Burzo

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256 Reece Drive
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OBJECTIVE To obtain a position that maximizes use of my architectural engineering skillset.

EDUCATION *Bachelor of Architectural Engineering* **GPA: 3.35/ 4.00**
Master of Architectural Engineering
The Pennsylvania State University, University Park, PA
Anticipated Graduation: May 2015

ENGINEERING EXPERIENCE

Project Intern

Barton Malow Company, Daytona Beach, FL *Fall 2013-Present*

- ◆ Acted as a Field Engineer to resolve construction problems, drawing discrepancies and questions formulated by subcontractors.
- ◆ Led the effort to use ourPlan software as a look ahead schedule and trained all individuals involved in the process.
- ◆ Developed and orchestrated protocol for in-wall blocking coordination and installation using Bluebeam Sessions.
- ◆ Utilized technology to streamline information sharing and maintain contract documents.

Project Intern

Barton Malow Company, State College, PA *Spring 2013-Fall 2013*

- ◆ Maintained project correspondence, plans, specifications, transmittals, ASIs, bulletin dates, and reports
- ◆ Utilized Building Information Modeling (BIM) technology as a project information tool
- ◆ Processed information requests; ensured that the most current project data is readily accessible to the field team

Project Intern

Barton Malow Company, Atlanta, GA *Summer 2012*

- ◆ Maintained project correspondence, plans, specifications, transmittals, ASIs, bulletin dates, and reports; utilized Bluebeam® technology to streamline information sharing
- ◆ Processed information requests; ensured field team had most current project data
- ◆ Reviewed, analyzed and resolved field construction problems, discrepancies and interferences with architect/engineer, owner and/or contractors as required
- ◆ Established protocol for quality control of kitchen equipment and MEP connections to avoid issues once equipment is delivered to jobsite
- ◆ Contributed to main focus projects in Atlanta: Emory Cox Hall Kitchen Renovation, and Georgia Tech Football Operations

SOFTWARE AutoCAD, SolidWorks, Microsoft Suite, Bluebeam, Tekla BIMsight

LEADERSHIP & INVOLVEMENT

Penn State Engineering Ambassadors [2012-Present]
Penn State Engineering Career Envoy [2012 - Present]
Leader, Penn State Concrete Canoe Team [2012-Present]
Leader, Penn State Student Chapter of Partnership in Achieving Construction Excellence [2013-Present]
Member, Penn State Student Society of Architectural Engineers [2011-Present]
Mentor & Rover, Penn State Women in Engineering Program Orientation [2011-13]
Student Athlete, Penn State Women's Rugby Team [2010-2012]