

# MICHAEL D. FUNK

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## PROFESSIONAL OBJECTIVE

To obtain a full-time position with an innovative Architectural/Construction Management engineering firm, helping to meet and exceed the goals of the team while continuing to work towards my Professional Engineering License

## EDUCATION

**The Pennsylvania State University, University Park, PA** (May 2007)

- Bachelor of Architectural Engineering – Construction Management Option
- Five year professional degree – ABET accredited
- Scheduled to take F.E. exam
- Foreman Program & Construction Managers, Inc. Scholarship
- Senior Thesis e-portfolio: <http://www.arche.psu.edu/thesis/eportfolio/2007/portfolios/mdf178/>

## EXPERIENCE

**Grunley Construction, Assistant Project Manager (Intern), Washington, D.C.** (May to August 2006)

- Pre-Construction team for Phase II of the Eisenhower Executive Office Building – State Place Wing Modernization Project
- Attended design coordination and purchasing meetings
- Coordinated the submission, reproduction, and delivery of the design packages
- Used ProLog to process Requests for Information (RFI's), submittals, transmittals, etc.
- Negotiated changes and relevant cost impacts with clients and subcontractors
- Coordinated a LEED Certification plan to obtain credits for LEED-EB certification

**Grunley Construction, Project Engineer (Intern), Washington, D.C.** (May to August 2005)

- Eisenhower Executive Office Building Phase I - 17<sup>th</sup> Street Modernization
- Used ProLog to process Requests for Information (RFI's), submittals, transmittals, etc.
- Coordinated subcontractors, installers, and materials to ensure quality and meet project milestones

**Ron Kalup Construction, Laborer, North Huntingdon, PA** (May to August 2003)

- Assisted in the construction and remodeling of houses, decks, etc.
- Provided labor skills on various construction sites

**Quick Fit Gym, Personal Trainer, Irwin, PA** (July 2001 to August 2003)

- Created workouts for all customers at the facility based on desired outcome and ability level
- Instructed individuals' workouts
- Processed all membership fees and product sales

## ACTIVITIES

**Penn State Dance Marathon (THON) 2007, Overall Chairperson** (March 2006 to Present)

- Lead a committee of 17 individuals to organize and run the largest student-run philanthropy in the world benefiting The Four Diamonds Fund
- Coordinate the fundraising and collection of over \$4.2 million dollars
- Represent the student interests of THON on the Four Diamonds Board of Directors and the Dance Marathon Alumni Interest Group Board of Directors

- Lions Paw Senior Society, Member** (April 2006 – Present)
- Highest honor accorded to an undergraduate student at Penn State.
- American Indian Housing Initiative**
- Learned about the true history of American Indian tribes and experienced first hand the culture and conditions on reservations.
- Penn State Greek Week 2006, Overall Chairperson** (October 2005 to April 2006)
- Lead coordinator of the weeklong events devoted towards both the celebration of unique differences and the unification of 100,000 Penn State Greeks through competition, community service, and university outreach.
- Penn State Dance Marathon (THON) 2006, Overall Committee Member** (November 2004 to March 2006)
- The largest student-run philanthropy in the world, raising \$4.1 million annually to fight childhood cancer
  - Served as Greek liaison to all organizations involved year-round
- Penn State Homecoming 2005, Overall Committee Member,** (November 2004 to December 2005)
- A weeklong celebration of over 116,000 students, faculty, alumni, and community members
  - Served as Greek liaison to all organizations involved in the event
- Interfraternity Council, Associate Vice President** , (November 2004 to December 2005)
- Organized 2,000 fraternity men during four weeklong special events on campus, including Greek Week, Greek Sing, Homecoming, and the Penn State Dance Marathon
- Lambda Chi Alpha, Physical Plant Manager** (October 2004 to October 2005)
- Planned and executed all operations with the physical plant
  - Managed over 80 brothers in day to day functions to maintain the chapter house
  - Developed a detailed budget for physical plant operations
- Lambda Chi Alpha, Vice President** (November 2003 to October 2004)
- Coordinated and ran our Philanthropy for the North American Food Drive
  - Increased earnings from \$100 in 2003 to \$1,500 in 2004
  - Executed decisions as second in command to the President in day-to-day operations

**Student Society of Architectural Engineers (SSAE)**  
**Engineering Leadership Development Unlimited (ELDU)**  
**Partnership for Achieving Construction Excellence (S:PACE)**

## RELATED COURSEWORK

- Construction Engineering
- Architectural Building Materials
- Working Drawings
- Architectural Acoustics
- Structural Analysis
- Building Electrical Systems
- Concrete Structures for Buildings
- Design Studios

## COMPUTER SKILLS

- ProLOG
- AutoCAD
- Primavera Scheduler: P3
- MS Excel
- MS Powerpoint
- MS Word
- HTML

## REFERENCES

- Available upon request.