**Joe Bulldog**

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**Construction Management majo**r seeking a co-op, internship or part-time job

* **Proficient** with **Microsoft Office Suite,** **MicroStation, Project 13**
* **Experienced** with **project demolition,** **operating heavy machinery, construction tools** and safe **removal of hazardous materials**
* **Familiar** with **OSHA, federal, state** and **local regulations**
* **Proven ability to complete projects**
* **Experienced** with **interior** and **exterior renovation**

**EDUCATION**

Alabama A&M University (AAMU) Normal, AL

B.S., Construction Management December 20xx

**CLASS PROJECTS**

**Bridge Design Project (Fall 20xx)**

Collaborated with two team members to design a residential floor plan with a small budget using MicroStation. Project 13 and Sage were also used to develop a schedule and an estimate for the project. Organized weekly status meetings to discuss progress. Completed the project ahead of schedule and under budget.

**WORK HISTORY**

**September 20xx – Present Huntsville, AL**

**JNT Construction Co. | Surveyor/Field Assistant**

* Work with a team of seven to review plans and specs during the schematic design of pre-construction
* Prepare work estimates for new contracts
* Survey commercial and residential property to determine what materials are needed on-site to complete the project
* Planned and conducted ground surveys designed to establish baselines and elevations
* Follow OSHA guidelines and rules to ensure a safe work environment

## May 20xx – August 20xx

## Project Coordinator Intern, Top-Notch Construction Company St. Louis, MO

* Coordinated presentations and participated in meetings with other interns, detailing the project scope, progress and results
* Reviewed audit documents to determine what project modifications are needed
* Operated wide variety of equipment including power saws, sanders, grinders, cranes drill  
  press, and basic hand tools

**COMMUNITY SERVICE**

* Volunteer, First Baptist Church (Spring 20xx) – Collected and wove together plastic bags to make bedding for the homeless community
* Mentor, Boys and Girls Club of Phoenix City, Alabama (Summer 20xx -Spring 20xx) – Mentored children ages 5-16, provided educational materials, prepared students for various activities