

NOORALDEAN (NOOR) DABDOUB

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EMPLOYMENT

- **LENNAR, HAMILTON, NJ (NOVEMBER 2020 – PRESENT)**  **FIELD VERIFICATION MANAGER**
 - Interacted with the Purchasing Manager, Area Construction Managers, and Construction Managers to resolve any take off problems
 - Verified and approved take off changes sent in from the field and purchasing teams and revise changes as needed
 - Created material take-off changes for special projects, and specification changes with cost analysis of before/after changes
 - Inspected and verified of architectural, engineering, and materials on all new prototype homes
 - Identified unnecessary overhead expenses such as material wastes and wrong use of materials.
 - Evaluated take off issues in the field and review with Estimator to adjust as necessary
 - Performed random audits during the construction process to ensure Scopes of Work are being enforced and followed, quality control, and of materials dropped by suppliers per purchase order
 - Analyzed plans for cost analysis and value engineering recommendations
 - Negotiated and question pricing and legitimacy of Extra Purchase orders (EPO)
 - Reviewed all extra EPOs to verify within accordance of approved take offs, scopes of work, proper reason codes utilized, and work with construction manager to resolve issues as they arise
 - Generated and analyzed variance reports (simulated takeoff, price schedule, price analysis across divisions...etc.)
- **LENNAR, PHILADELPHIA, PA (June 2018 – June 2020)** **Estimator**
 - Interacted with the Trade Partners, Director of Construction, Area Managers, and Construction Managers to resolve any takeoff problems
 - Reviewed plans, take offs and budgets for new communities and plans to resolve possible issues before the community or plan starts and manage all plan sets
 - Prepared contracting packages (i.e., Subcontractor Base Agreements, Scopes of Work, Insurance Requirements, Specifications, etc.)
 - Reviewed site condition reports prior to budget creation
 - Evaluated takeoff issues in the field and compare to estimates to adjust takeoffs as necessary
 - Performed random audits of materials when dropped by the supplier
 - Reviewed all extra purchase orders (EPO's) to verify within accordance with approved take-offs, scopes of work, proper reason codes utilized, and work with Expeditor to resolve issues as they arise
 - Identified areas and trends in EPO's to prevent and reduce costs
 - Randomly audit Build Pro tasks that are complete/paid for accuracy
- **KAKS & COMPANY LLC, HARLEYSVILLE, PA (August 2017 – June 2018)** **Field Engineer**
 - Utilized Troxler Nuclear Gauge to inspect the soil, asphalt for compaction and moisture
 - 15th Street SEPTA Station
 - 3675 Market Street
 - Bucks County Maintenance Facility
 - PennDOT 6
 - Cheyney University (Yarnell Hall)
 - Crossroads Plaza
 - Frazer Septa Station
 - JFK Boulevard (Intersection with 23rd St to Schuylkill trail)
 - Langley Avenue (Intersection with 26th St to Broad St)
 - Lower Salford Township Sewer Authority
 - PHA (PHA) Headquarters
 - Philadelphia Museum of Arts
 - Philadelphia Regional Port Authority (PRPA)
 - SEPTA Southern Depot
 - Southport Philadelphia
 - Performed visual inspection of steel/rebar
 - 15th Street SEPTA Station
 - 3675 Market Street
 - Axalta (Navy Yard)
 - Frazer Septa Station
 - PHA (PHA) Headquarters
 - PHA North Central housing project
 - Philadelphia Museum of Arts
 - Philadelphia Regional Port Authority (PRPA)

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- Tested concrete's slump, air content, pressure, temperature
 - 3675 Market Street
 - Frazer Septa Station
 - Lower Salford Township Sewer Authority
 - PHA (PHA) Headquarters
 - PHA North Central housing project
 - Philadelphia Museum of Arts
 - Philadelphia Regional Port Authority (PRPA)
 - SEPTA Southern Depot
- Inspected wood framing structure for compliance with drawings
 - PHA North Central housing project
- Prepared 6 cubes in 2 molds
 - 15th Street SEPTA Station
 - 3675 Market Street
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- Evaluated strength of soil on site using Dynamic Cone Penetrometer (DCP)
 - Philadelphia Museum of Arts
- Determined soil's proctor from lab testing
- **KNAPP MASONRY, GLOUCESTER CITY, NJ (March 2014 – September 2014)** **Estimator (Internship/CO-OP)**
 - Evaluated jobsite to check if it is feasible
 - Assessed project scope and performed quantity take-offs
 - Collaborated with new customers to develop price quotes for project tasks
 - Attended pre-bid meetings and assisted project engineers with proposal preparation

PROFESSIONAL ACTIVITIES

- ASCE Philadelphia Chapter YMF, Board member (CivE Club Co-Chair) June 2021 to Present
- Project Management Institute, National Member February 2014 to Present
- American Society of Civil Engineering (ASCE), National Member October 2013 to Present
- Project Management Institute (PMI), Chapter Ambassador August 2016 to July 2017

TECHNICAL SKILLS

MS Office (Word, Excel, PowerPoint, Project, Access, Teams)	JD Edwards	SPSS
AutoCAD	Endnote	MATLAB
Revit	BuildPRO	Salesforce

EDUCATION

Drexel University, Philadelphia, PA June 2017

Bachelor of Science in Civil Engineering, Concentration in Construction Management

Professional Coursework:

Contracts & Specifications (I, II), First Principles Structural Design, Urban Water Resources, Heavy Construction Principles and Practices, Transportation Planning and Capacity, Introduction to Project Management

Activities:

- Drexel University Construction Association, Member September 2015 to June 2017
- Drexel Engineers Without Borders, Member November 2014 to June 2017
- Drexel University ASCE, Member October 2013 to June 2017
- Drexel University Engineering Plus, Member October 2013 to Sept 2014

Senior Design:

- Spring Garden Street Bridge and Powelton Village Traffic Evaluation
- Performed traffic counts, obtained traffic counts from the city street department, and projected future traffic counts of bicycles from University City to Fairmont Neighborhood
- Analyzed the bridge cross-section for the proposed loads using SAP2000
- Made recommendation for new bicycles bridge on the south side of Spring Garden Street Bridge