

Major: Civil Engineering
Expected Graduation: December 2022

Education

- B.S in Civil Engineering **GPA:2.9** Manhattan College, Riverdale, NY Exp. Dec 2022
- A.A.S in Civil Engineering Technology SUNY Westchester Community College, Valhalla, NY 2019
- *Relevant coursework includes:* Statics; Calculus I,II & III; Structural Analysis I & II; Solid Mechanics; Steel Design

Skills

- Precision and accuracy in going over contract documents, drawings, specifications
- High-level proficiency in AutoCAD, Adobe Acrobat, Microsoft Office Suite, ProCore, file and digital drawing maintenance, and PlanGrid with **strong knowledge of reading construction drawings and conducting materials take-offs**
- Able to quickly adapt in fast paced environment, take initiative and integrate into a team as well as complete tasks individually

Professional Experience

DACK Consulting Solutions, White Plains, NY
Junior Estimator – Project Coordinator

Sep 2018 – March 2021

Performed project – based tasks such as evaluating drawings and performing material takeoffs of blueprints using AutoCAD and On-Screen Takeoff Software to improve design quality and prepare proposals. Provided accurate and up-to-date cost information that helped owners, architects, engineers, and contractors to identify project costs using R.S Means. Assist Senior team to prepare project proposals, schedules, cost estimates, and construction specifications along with preparing project schedules and budgets. Evaluate project proposal and bids, comparing costs with contractors and owners and resolving cost differences.

Construction Project Management Support | Client: DASNY at SUNY Purchase College, NY

(2018 - 2020)

Formulated daily reports on the progress of work and presented to project manager, while ensuring compliance with approved submittals and project guidelines. Actively participated in project meetings to stay updated with recurring changes and assuring compliance with defined safety protocols. Monitored project progress and compared with approved progress schedule. Delivered real-time project information to relevant parties by updating Punch List using Plangrid. Collaborated and coordinated with DASNY Senior Field Representative for updating individuals about project progress and changes as necessary. Additional management support as dictated by each project.

- Began as an intern the first year, returned in official capacity in subsequent years as Field Rep II .
- Planned, orchestrated, and organized weekly safety meetings for each separate project with all relevant parties.

Drafter – Stone Shop Drawings Project at DACK Consulting

(Sept 2018 – 2020)

Created AutoCAD drawings and specifications for multiple construction projects with detailed installation expectations of imported stone products in high-end applications for a multi-million-dollar project using information provided by the clients. Maintained all the digital drawings and specifications files for multi-story building, while providing easy access to the latest versions via ProCore.

- Transformed initial client ideas using computer aided drafting (CAD) into working documents.
- Provided advice and guidance to drafters to serve as coordinator and planner for large and complex drafting project.

The Home Depot – Pro Account Sales Associate

April 2013 – 2018

Created long standing relationships with portfolios of contractors, developers and real estate agents to be aware of ongoing projects, recommend goods and services spanning across all departments, create, schedule and follow up on large materials invoices; serve as liaison between vendor and customer; maintain weekly sales expectations; inquire, acknowledge and provide solution to any customer service complaints, concerns or questions that might arise in order to encourage trust in The Home Depot.

