

FIRST LAST

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EDUCATION

Southern Illinois University Edwardsville (SIUE)

Bachelor of Science, Construction Management

Minor: (Include the name of your minor, if applicable)

Edwardsville, IL

Expected: May 2023

GPA: 3.5

PROFESSIONAL EXPERIENCE

Intern

Celso Construction, LLC

May 2021 to August 2021

O'Fallon, IL

- Supported the planning and estimation phase of projects to ensure efficiency and safety of overall project designs
- Prepared quantity surveys, formwork estimates and project proposals to assist Lead Estimator
- Assisted with coordinating purchases of materials and logistics of deliveries to ensure the maximum use of Celso's resources
- Actively participated in weekly leadership meetings virtually (MS Teams) to observe larger business perspective

EMPLOYMENT EXPERIENCE

Farm Hand/Laborer

Fern Family Farms

March 2018 to August 2020

Ellsworth, MO

- Maintained farming machinery and completed minor repairs so that machinery could be utilized when needed
- Preserved the upkeep of buildings and lawn care within farm premises
- Responsible for field work including riding tractors and combines

Custodian

City of St. Charles School District

January 2016 to March 2018

St. Charles, MO

- Maintained a clean facility by completing a variety of cleaning responsibilities
- Performed and documented routine inspections and maintenance activities with attention to detail
- Completed inventory of cleaning products on-site and placed orders for new products when needed

TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook, Project, Teams)
- AutoCAD
- Inventor
- Python
- Java
- Visual Basics
- MATLAB

HONORS AND AWARDS

- SIUE Dean's List December 2019 to Present
- SIUE Cougar Pride Scholarship August 2019 to Present
- American Legion #467 STEM Scholarship August 2019 to May 2020

CAMPUS INVOLVEMENT

- Member, SIUE Constructors Club January 2020 to Present
- Volunteer, SIUE Service Saturdays August 2020 to December 2020
- Member, SIUE Bass Masters Club October 2019 to May 2020

Sample Resume – Please contact us for additional assistance.

SIUE Career Development Center | (618)650-3708 | careerdevelopment@siue.edu