

## Objective

Project Management Intern looking for an opportunity to work as a construction/project manager. A registered architect with expertise in designing and planning residential and commercial projects. Demonstrated the ability to work with cross functional teams.

## Skills

Autocad, Revit, Revit, Photoshop, Project Management, Adobe, Microsoft Office, Sketch-Up, Primavera, Timberline.

## Work Experience

### Project Management Intern II

**ABC Corporation** - September 2014 – July 2015

- Provides design solutions and also actively extends its services to monitoring and managing the project details both on and off-site.
- Developed architectural design for high budget commercial and residential projects.
- Drafted project blueprints and working drawings using AutoCAD and Revit.
- Co-ordinated with clients and consultants regarding submittals and deliverables that improved project schedule.
- Assisted senior project architects in preparing bids and progress reports.
- Performed quality surveying and budget analysis for preparing baseline cost estimates for a low-income housing project.
- Attended all project, pre-construction and job site meetings and developed minutes of the meeting.

### Project Management Intern

**ABC Corporation** - 2010 – 2014

- Worked with city engineers to assist them on projects around the city.
- Went to project sites to examine the number of materials and quality of work.
- Assisted the engineers in wrapping up projects, participating in the final walkthrough, and writing and reviewing pay estimates.
- Participated in preventing the giant flood on the river in June.
- On that project, my duties were to help sort through plans to discover the best course of action to prevent further flooding along the riverfront.
- Assisted the engineers in surveying and site layouts on projects.
- Reviewed citywide drainage to ensure that the city drainage system was adequate.

## Education

Masters in Construction Management - (The University of Texas at Arlington - Arlington, TX)