

ROBERT SMITH

Project Management Intern I

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SUMMARY

Highly qualified Project Management Intern with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment in which your company prides itself.

SKILLS

ArcGIS, R Statistical Software, Microsoft Word, Microsoft Excel, Microsoft Access, Program Presence.

WORK EXPERIENCE

Project Management Intern I

Illinois Environmental Protection Agency - August 2015 – May 2019

- Investigate and review site remediation histories and work activities.
- Examine Remediation Action Plans and Remediation Action Completion Reports to assess the appropriateness of remediation objectives used.
- Conduct a review of site geology and hydrology; compare laboratory results of soil and groundwater samples to Illinois state remediation objectives.
- Review and create maps and figures using ArcGIS technology.
- Review site checklists for issuance of No Further Remediation letters, which acknowledge that a site owner has satisfied the respective Bureau of Land laws and regulations.
- Attend meetings between the Illinois EPA, remediation site owners, consulting and engineering companies.
- Research and assess court orders to ensure defendants are complying with the terms of the order.

Project Management Intern

ABC Corporation - 2013 – 2015

- Worked side-by-side with Project Managers to coordinate and direct Large-Scale electrical developments.
- Managed timeframes in order to meet contractual deadlines.
- Supervised work done on the job site and collaborated with other cooperating companies such as Ameren and Alberici.
- Familiarized myself with a variety of project blueprints and handled change orders for ongoing jobs.
- Learned how to effectively manage and share workloads amongst other employees.
- Utilized new tools and software, such as Tensiometers and Revit, to pull wire based on virtual schematics.
- Developed a Hands-on Understanding of "Big-Wire" Construction work.

SCHOLASTICS

- Masters of Science in Environmental Studies - September 2015(University of Illinois - Springfield, IL)