

Alaina McKnight

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OBJECTIVE

To obtain a position that provides me with an opportunity to gain real-world experience and apply the skills and knowledge acquired during my college education.

EDUCATION

Old Dominion University; Norfolk, VA

May 2025

Master of Science in Data Science and Analytics; Business Intelligence & Analytics concentration

University of South Carolina Upstate; Spartanburg, SC

May 2023

Bachelor of Science in Mathematics; Overall GPA: 3.63

- Dean's List: 7 Semesters
- USC Upstate Provost Scholarship Recipient

LEADERSHIP, HONORS AND CERTIFICATIONS

Division I Student-Athlete, University of South Carolina Upstate, Spartanburg

Women's Soccer Team-member, August 2019 - November 2022

Big South Conference Presidential Honor Roll

Silver Award recipient, 4 years

RELEVANT COURSEWORK

Real Analysis I
Differential Equations
Statistical Methods I
Business Finance

Calculus III
Mathematical Structures / Proofs
Probability Theory
Linear Algebra

RELEVANT EXPERIENCE

Branscome Incorporated, Williamsburg, VA

Project Management Intern, Summer 2022

- Assisted project managers in preparing and maintaining project timecards using construction software such as HeavyJob
- Conducted site visits to assess construction progress and ensure compliance with project plans and specifications
- Prepared and reviewed project documentation including requests for information, change orders, and submittals
- Trained in project cost tracking and budget management, including analyzing job cost reports and creating cost forecasts
- Participated in project meetings and prepared meeting minutes to ensure all parties were informed and up-to-date on project progress

Estimating Intern, Summer 2021

- Contributed to the preparation of cost estimates for construction projects, including performing quantity takeoffs, analyzing construction plans and specifications, and researching material and labor costs
- Worked closely with senior estimators to prepare and submit bids and proposals for new construction projects
- Reviewed subcontractor bids and proposals to ensure compliance with project requirements and budget constraints
- Utilized construction estimating software such as Planswift and Bluebeam to prepare and analyze cost estimates

WORK EXPERIENCE

Sno-To-Go, Williamsburg, VA

Team Member, March 2018- July 2020

- Prepared sno cones, milkshakes, sundaes, ice cream cones, and snostorms
- Completed monetary transactions accurately and efficiently in compliance with company policies
- Handed out prepared orders
- Maintained sanitary work environment and upheld public health code standards

New Balance, Williamsburg, VA

Retail Sales Associate, December 2019-January 2020

- Supported efficient and timely replenishment of sales floor merchandise.
- Offered each customer superlative personal service and fostered relationships to boost sales and customer satisfaction.
- Maintained accurate and attractive merchandise displays, ensuring strategic placement of products to maximize purchases

Virginia Legacy Soccer Club, Williamsburg, VA

Youth Coach, 2015-2018

- Introduced games and drills, which helped students to better develop skill levels
- Provided instruction to children ages 4 to 6 in fundamentals of soccer

SKILLS

- Spanish – Limited Working Proficiency
- Microsoft Word, PowerPoint, Excel, Outlook
- Programming languages: Java, R, MATLAB
- Bluebeam Revu
- Planswift Takeoff Software
- HCSS Construction Softwares – Limited Working Proficiency