

Lelis B. Castro

18B Chelsea street
972-513-6351 Everett, MA 02149
castrolb75@gmail.com

Experience

Assistant Project Manager Intern, January 2014 – July 2014

CD Builders Inc., Burleson, TX

- Tasked with scheduling and meeting project milestones
- Conducted daily evaluations on project progress
- Gathered and submitted weekly payroll
- Worked with project manager on a daily basis
- Placed orders with vendors and suppliers

CAD/REVIT Technician Intern, April 2013 – December 2013

AAFES - Army and Air Force Exchange Services, Dallas, TX

- Modeled houses in 3D software using REVIT, AutoCAD, Inventor
- Linked AUTOCAD software to REVIT software
- Gained knowledge of roof framing, wall framing, and material takeoffs

CAD Technician Intern, November 2012 – April 2013

Toll Brothers Inc., Grapevine, TX

- Transformed old blue prints to new and updated layers
- Assigned to provide different types of elevations for designers
- Developed finished floor plans for brochures

Warehouse Logistics Supervisor/Operator, March 2006 – October 2012

Poly-America, Grand Prairie, TX

- Overseen daily operations and directed tasks to other employees
- Maintain inventory and keep it updated
- Load and off load trailers using sit down forklift tractor

Copy Center Supervisor/Operator, July 1997 – March 2004

ikon Office Solutions/ Ricoh Business Solutions

- Overseen daily operations and directed tasks to other employees
- Gathered and submitted weekly payroll
- Placed orders with vendors and suppliers

Education

Bachelor's Degree in Construction Project Management, Sept 2014

ITT Technical Institute, Arlington, TX

Associate's Degree in Computer Science and Drafting, May 2012

ITT Technical Institute, Arlington, TX

