

# Zinab Adam

595 Franklin Ave. Apt. 1L Brooklyn, NY 11238

347-304-5469---212-306-4218

ZINA2760@gmail.com

## Skills Profile

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### Familiarity with Industry Tools

- Various handsaws, hammers, wood planes, squares, clamps, and screwdrivers, tape measure, stick ruler, plumb bob, laser, wood chisel, cordless drill, flat/pry bar, sheetrock place, nail set, utility knife, tin snips, and other basic hand tools

### Additional Qualifications

- Knowledge of Microsoft Project and Office Applications
- Experienced in basic Electrical work
- Certified in Primavera Project Planner
- Completed a 10-Hour OSHA Training course in Construction Safety & Health
- Bilingual: English and Arabic

## Employment History

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### Intern at NYCHA- CAPITAL PROJECT- Local Law 11

02/2013-Present

- Data entry.
- Assisting with preparing and reviewing technical reports.
- Other daily task related to local law 11.

### Target Real Estate - Target for Construction

6/2012-12/2012

#### Civil Engineer in Aldabasin Bridge Project.

- Cost control.
- Technical Works.
- Quality control.
- Keeping track on the site resources, materials, and equipment.

### Sales Representative, Logan Business Concepts

02/2012 - 03/2012

- Represent Verizon Fios
- Enroll prospective customers and explain packages to upgrade accounts

### Sales Associate, Cashier Rainbow Shop

04/2008 - 05/2012

- Perform stock and inventory duties
- Process customer cash and credit transactions(all type of transactions, returns, exchange, & lay away).
- Address customer inquiries and assisted customers with purchases

### Construction Engineering Trainee, Merowe Dam Project

10/2007 - 12/2007

- Participated in the construction of a new dam
- Experience included computer planning, analyzing and updating project specifications, curing of materials, and geotechnical engineering tests
- Supervised laborers during cast and concrete section of the project

## Education

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### New York City College of Technology

Currently Enrolled

Earned credits towards a Bachelor's of Technology in Facilities Management

### Nontraditional Employment for Women, New York, NY

2010

#### Pre-Apprenticeship Training Program

Completed Coursework Carpentry, Tool Identification and Usage, Blueprint Reading, Trades

Mathematics, Construction Terminology, Health and Safety Standards, Strength Training, and Basic Electricity

### New York Institute of English and Business

2009

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Received Certification in Reading, Writing, and Conversational English

**Sudan University of Science and Technology**

**2009**

Received a Bachelor's of Science in Civil Engineering with Honors

**Saad Sweet Secondary School**

**2002**

## Employment References

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Mewburn H. Humphrey, Ph.D., P.E., PMP, F.ASCE, F.ITE  
Program Director, QA/QC  
Capital Programs  
Aviation Department  
The Port Authority of NY & NJ  
233 Park Avenue South , 9th Fl  
New York, NY 10003-1606  
Tel: (212) 435-3794  
Fax: (212) 435-3829  
Cell: (646) 284 5794

Manish Kalantri  
RA, Office of Design Local Law 11  
NYCHA, Capital Project  
90 Church st.  
New York, NY, 10007  
212-306-6722  
[Manish.Kalantri@nycha.nyc.gov](mailto:Manish.Kalantri@nycha.nyc.gov)

Hitendra Petal  
PE, Office of Design Local Law 11  
NYCHA, Capital Project  
90 Church st.  
New York, NY, 10007  
212-306-4203  
[Hitendra.petal@nycha.nyc.gov](mailto:Hitendra.petal@nycha.nyc.gov)

Cherrie Johnson  
Placement & Special Programs Coordinator, Public Service Corps  
P: (212)669-3659  
F: (212) 313-3107  
[cjohnson@dcas.nyc.gov](mailto:cjohnson@dcas.nyc.gov)

Joyceline Saint Hill  
Employment Coordinator  
Nontraditional Employment for Women  
243 W 20<sup>th</sup> Street  
New York, NY 10011  
646-291-2195  
[jsainthill@new-nyc.org](mailto:jsainthill@new-nyc.org)

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ZINA2760@gmail.com

Galal Eltayeib

Business manager and translator

Hafiz traveler

1166 Fulton Street

Brooklyn, NY 11216

[wadrawa@hotmail.com](mailto:wadrawa@hotmail.com)

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