

Maria Baldonieri

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EDUCATION:

The Pennsylvania State University

College of Engineering

B.S. in Civil Engineering

University Park, PA

Major GPA: 3.38

Graduation Spring 2016

EXPERIENCE:

The Pennsylvania State University Physical Plant

Project Management Intern

University Park, PA

2015

- Assists in the project management of University engineering and construction projects
 - Leading a project on renovations in Beaver Stadium
 - Acting as point of contact for three concurrent projects in Beaver Stadium and Schreyer House
- Provide input to populate project management database
 - Accounts for all contracts and funding requests submitted for approximately 40 projects
 - Creates documents to keep track of financial statuses of active projects
- Organized Intern activities
 - Arranged Intern/Supervisor Liaisons
 - Coordinated active project tours throughout the summer

Hatch Engineering

Assistant Buyer/Expediter

Pittsburgh, PA

2014

- Facilitated supplier bid process:
 - Established qualified bidders list from existing data base
 - Acted as point of contact between Hatch supply chain and Bidders throughout bid process
 - Coordinated correspondence between Hatch Engineering and bidders
 - Generated bid evaluation tabs
- Assisted in supplier oversight
 - Expedited supplier submittal of technical packages
 - Coordinated internal data distribution and technical review with engineering
 - Expedited Quality Management data submittals
 - Verified completion of supplier submittal requirements
- Set up Project document filing system

LEADERSHIP / ACTIVITIES:

Special Olympics Pennsylvania

- Aided in the set-up and tear down of ceremonies and athletic events

State College, PA

2015

Penn State Dance Marathon (THON)

AYUDA Benefitting THON

University Park, PA

2012- present

Vice President

- Present important information during meetings to 35 members
- Organize bonding activities for organization
- Submit bi-weekly reports for fundraising, family relations and recruitment
- Record and publish all meeting minutes to online filing system

Fundraising Chair

- Led the planning of all 10 fundraising events for the organization throughout the school year
- Ensured the money raised was properly accounted for
- Completed and submitted all necessary paper work and reports in a timely manor

Special Projects/Recruitment Chair

- Orchestrated recruitment events around campus
- Maintained the organization's website and social networks

SKILLS:

SolidWorks

Microsoft Office Suite

AutoCAD

SAP2000