*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