

OBJECTIVE

Resourceful problem-solver with a strong project management background and practical experience in project metric analysis seeking to combine my high-level communication skills with my passion for learning in order to interpret, visually conceptualize, and present complex data.

WORK EXPERIENCE

Regency Commercial Construction

Dec. 2019 – Jan. 2023

Assistant Project Manager

Beltsville, MD

Executed project management duties on multiple concurring projects within diverse teams of project executives, architects, and engineers including:

- Analyze project production data to ensure deadlines are met and schedules are maintained while actively adjusting operations to meet those deadlines
- Communicate project progress by compiling and presenting project-specific metrics to clients and executives
- Review, prepare, and forward project material submissions to owners, architects, and engineers
- Serve as liaison between clients and subcontractors, maintain communication between all parties, and facilitate positive working relationships
- Establish file structures for document management and distribution
- Generate proposal scoping, budget, and schedules and present to client's executive management teams
- Manage closeout activities, assemble documents for turnover to owners, and prepare final payment packages

ADP Consultants

Feb. 2019 – Dec. 2019

Assistant Project Manager

Capitol Heights, MD

Performed project management duties and assisted company owner in the following:

- Tracked project development, aligned progress data to project schedules, and prepared status documents for presentation to clients
- Reviewed project-specific materials for compliance with contract documents, highlighted discrepancies, and developed solutions to non-conformances
- Facilitated communication with clients and maintained positive working relationships
- Developed bid and proposal documents and participated in proposal presentations and bid award ceremonies

Clark Concrete Contractors

Sept. 2016 – Aug. 2018

Quality Control Engineer

Bethesda, MD

Managed project-specific quality control procedures with oversight from Quality Control Managers including:

- Developed quality control-related project data and prepared reports presenting data to clients
- Reviewed and issued document submissions for approval
- Designed document control and access structures to regulate the distribution of project documents
- Prepared, implemented, and managed Quality Control Plans

Hillis-Carnes Engineering Associates

Jul. 2007 – Sept. 2016

Engineering Technician

Annapolis Junction, MD

- Developed detailed reports documenting daily operations, identification of project and material-related issues, and proposed solutions
- Managed contracted testing operations of materials to ensure conformance to project specifications
- Upheld communication between clients, contractors, and third-party consultants

EDUCATION

The Pennsylvania State University

May 2020

Bachelor of Science, Integrated Social Sciences