

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, make inferences from, and visually conceptualize 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:

- Analyzed project data and adjusted parameters to ensure project milestones were met
- Maintained project-specific document access control directories to effectively collect and distribute relevant information to all parties within projects
- Identified and presented key project metrics to clients and executive teams to convey an overview of project progress
- Developed and perpetually updated comprehensive project documentation consisting of all sequenced updates to contract documents, visual models, and drawings
- Served as liaison between clients and subcontractors, maintaining communication between all parties, and facilitated positive working relationships
- Generated and presented proposal documents to clients' executive management teams

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 and prepared status updates for presentation to clients based on key project milestones
- Reviewed project-specific documents for compliance with contract documents, identified discrepancies, and implemented solutions to address non-conformances
- Facilitated communication with clients and maintained positive working relationships

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:

- Designed document control and access structures to regulate the distribution of project documents
- Developed and presented quality control-related project data reports to clients
- Reviewed and issued document submissions for approval
- 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

SKILLS

Python, Web Scraping, Data Science, Data Analysis, Data Visualization, Machine Learning, Computer Vision, Creative Problem Solving, Effective Communication, Git, Google Colab, Pandas, Matplotlib, Scikit-learn, Plotly, Plottable, Regex

EDUCATION

The Pennsylvania State University

May 2020

Bachelor of Science, Integrated Social Sciences