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Anthony Colombo  
mc<sup>2</sup> Civil, Inc.  
14115 Luthe Road Suite #100  
Houston, Texas 77039

Mr. Colombo,

I am interested in a project management position at mc<sup>2</sup> Civil. I am currently employed as a project manager at D&J Enterprises, a civil contracting firm in Auburn, Alabama. I graduated from Auburn University with a degree in Construction Management. I believe that both my degree as well as my experience as a project manager make me an ideal candidate for a project management position at mc<sup>2</sup> Civil. I plan on relocating to Houston within the next 6 months and am currently seeking employment due to my fiancé's new position with ExxonMobil.

As a project manager, I believe that I have developed strong contracting skills. For example, I currently negotiate change proposals, draft and update project schedules, estimate future work, procure materials and subcontractors, as well as draft and submit pay applications. At any one time, I could be managing by myself between two to five \$1-3 million civil jobs.

On top of my project management roles, our extensive contract list requires me to be involved in field operations at times. When involved in field operations, I determine haul routes, schedule material deliveries, troubleshoot utility conflicts, perform QC checks on installed work, schedule equipment transport, and manage work crews.

I also have been trained in Trimble Business Center (TBC), a CAD based data management software. I use Business Center to estimate work by building models to determine asphalt, dirt, piping, concrete and aggregate quantities. Once work has been awarded, I will send my files to field engineer for exporting into machine control and field layout. Recently I have been involved in implementing Plangrid into our company to keep track of the drawings on some of the complex and design-build jobs we are currently on.

With my experience in many different aspects of civil construction, I am confident that I would be a great asset to have on the mc<sup>2</sup> Civil team. I have enclosed my resume and look forward to speaking with you.

Best Regards,



Thomas C. Rush

*Attachments: Resumé*

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## **Education**

Auburn University – Auburn, Alabama  
Bachelor of Science, Construction Management  
August 2012-May 2017  
Thesis: ALDOT Moore's Mill Bridge Replacement & Widening

## **Experience**

D & J Enterprises, Inc. – Auburn, Alabama  
Project Manager (December 2016-Present) – *2-5 Concurrent \$1-3 Million Contracts*

- Procure Materials (erosion control, storm, sanitary, water, traffic signage, etc.)
- Procure subcontracts
- Complete and track submittals
- Prepare and submit pay applications
- Scheduling (Primavera P6 & Project)
- Prepare and negotiate proposal requests & change orders
- Coordinate with other contractors in the field
- Estimating (Trimble Business Center: HCE)

D & J Enterprises, Inc. – Auburn, Alabama  
Office Engr. (May 2016-November 2016)

- Assisted chief engineer in estimation of potential contracts
- Attended scheduling/pre-construction/OAC meetings
- Created and updated schedules using Microsoft Project to track progress
- Ordered materials (erosion control, storm, sanitary, water, traffic signage, etc.)

Don Allen Development, LLC – Auburn, Alabama  
Field Coordinator (May 2015-August 2015)

- Coordinated with framing, siding, painting, and metal subcontractors
- Coordinated ordering of materials

## **Professional Development**

Auburn University Heavy Civil Competition Team (October 2015-November 2016)

- ASC Region 2 competition – *First Place 2015, First Place 2016*
- 2015 project, *Superintendent* – demolition and replacement of Queen's Folly bridge in Hilton Head, SC.
- 2016 project, *Project Manager & Team Leader* – one of "Fast Fix 8" bridge replacements in Nashville, TN.
  - Short duration (58 hour) project using Accelerated Bridge Construction

## **Skills & Certifications**

- OSHA 30 Hour Certification
- Project Management Professional Certification – *In Progress*
- Computer Literacy: Apple Macintosh and Windows Systems
- Software Knowledge: Revit 2016, SketchUp, NavisWorks 2016, Microsoft Project, On-Screen Takeoff, Microsoft Office (Word, Excel, PowerPoint), Primavera P6, Earthworks, Agtek 3D, Trimble Business Center: Heavy Construction Edition, Bluebeam, Plangrid