

Ricardo Alfaro Jr.

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OBJECTIVE

As a student one of my main objectives is to obtain a construction occupation that may increase my career characteristics. I also aim to reach higher in the construction industry.

EDUCATION

University of Houston – Houston, TX

Major: Bachelor of Science in Construction Management (Spring 2018)

Minor: Business

San Jacinto College – Pasadena, TX

Associate of Arts, May 2014

Major: General Studies

RELEVANT COURSEWORK

Courses: Construction Management II, Soil Mechanics & Foundations, and Construction Law & Ethics

SKILLS

- Familiar with MS Word, MS Excel, MS PowerPoint, OST On Screen Takeoff
- Able to read project drawings and specifications

CERTIFICATIONS

- CPR
- OSHA 30

WORK EXPERIENCE

J.T. Vaughn Construction LLC

2017-Present

- Write RFI's
- Review and Completing Change Proposal's, QSR's, Sub Contracts, and Insurances
- Batching and Indexing Invoices, QSR's, and Receiving Tickets
- Updating Status Reports (Monthly)
- Safety Audits
- Project Estimating
- Professional Communication

University of Houston (Chemistry Department)

2015-2017

- Send and reply to emails in a professional manner
- Maintain organization of glass shop and office
- Update inventory via Excel
- Maintain safety of glass shop

PPG Paints

2011-2014

- Designed the warehouse outflow
- Organized and updated inventory throughout the store
- Developed correct tinted paint for each project that customers needed
- Executed all company policies and procedures and maintaining safe and ethical working environment