

# Mike the Tiger

Baton Rouge, LA – (225) 555-1234 – mtiger@lsu.edu

## EDUCATION

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**Louisiana State University (LSU), Baton Rouge, LA**

**May 20XX**

*Bachelor of Science, Construction Management*

*GPA: 3.06*

**Minor:** Business Administration and Technical Sales

**Related Coursework:** Estimating, Materials and Methods, Surveying, Contracting

## EXPERIENCE

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**Project Management Intern**

**June 20XX – Present**

*Burns & McDonnell, Houston, TX*

- Perform on-site duties such as inspections, gathering dimensions, building walk-throughs, and water intrusion testing using Infrared Gun
- Compose Requests for Information (RFI's) and Architect's Supplemental Instruction (ASI's) to help gather more information for progression of building
- Utilize Procore and Bluebeam to read building's plan and fully understand specifications of building
- Participate in weekly subcontractor meetings to fully understand progression of project
- Complete change code logs with their corresponding RFI's
- Organize signage plan for every opening in building

**Resident Assistant**

**August 20XX – May 20XX**

*Azalea Hall, Baton Rouge, LA*

- Oversaw floor meetings and floor programs to inform and entertain residents
- Advised students of faculty rules, regulations, and information involving residential life to improve housing
- Contributed to a combined team effort to create safe environment
- Generated creative solutions to solve new problems that arose on the job
- Brainstormed ideas with team of 5 to create better working and living environment
- Analyzed problems with team to create better environment for residents

**Laborer**

**January 20XX – July 20XX**

*Cajun Industries, Baton Rouge, LA*

- Coordinated with over 100 construction workers on the building of a \$20 million-dollar school
- Reviewed Blueprints and specifications to determine work requirements
- Prepared construction site to eliminate possible hazards and maintained construction tools and equipment
- Learned to shoot points on job for new building layout
- Aided craft workers such as carpenters and masons

**Lifeguard**

**June 20XX – August 20XX**

*New Orleans Recreation Development Commission, New Orleans, LA*

- Recognized and responded effectively in emergencies
- Enforced all aquatic facility policies, rules, and regulations
- Inspected facility daily and reported any unsafe conditions or equipment to supervisor
- Oversaw pool functions with over 30 swimmers at any given time

## TECHNICAL SKILLS

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Revit, Bluebeam, Microsoft Office, Excel (Intermediate)

## ACTIVITIES

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Construction Student Association, Intramural Lightsaber Battles, Society of Galactic Engineers