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Summary

A proven problem solver, leader, and new business school graduate with an analytical mindset, a keen attention to detail and a propensity to think outside the box. I have a proven set of soft skills in a fast-paced environment, with an eye for enhancing work efficiency that has served me well in learning and adapt to new projects and positions.

Work Experience

Construction Project Manager

Joplin, MO, Oklahoma City, OK, Clendenin, WV
06/2018-08/2018

- Managed scope, time, budget, resource allocation and planning for up to 8 construction projects
- Trained up to 60 volunteers and 6 interns on the job site in construction practices to complete projects
- Improved logistical efficiency of WV team by reorganizing scheduling to minimize trips away from site
- Travelled every 3 weeks having to rapidly adapt to teams and new environments
- Gathered requirements from homeowners and translated them into building plans

Team Leader

San Augustine, TX
05/2017-08/2017

- Managed team of 8 college interns in leading youth construction mission trips in a fast paced and fluid environment
- Collaborated with Construction manager to manage 4-6 construction project weekly by analyzing, identifying, and prioritizing milestones
- Communicated with volunteer trip leaders weekly to deliver them the best possible mission trip

Junior Developer

Atlanta, GA
01/2017-03/2017

- Helped develop an enterprise VB.Net application with a SQL Server database used for data entry and collection of test data in a modern software development environment
- Communicated with stakeholders and lead developer to gather requirements
- Documented and submitted changes made to software weekly
- Converted parts of legacy from VB 6 to VB.net

Education

[REDACTED]
BBA in Computer Information Systems
Major GPA · 3.0

Atlanta, GA
08/2014-05/2018

Relevant Coursework: Unstructured Data management, Database Management Systems, Big Data Analytics, Systems Analysis, Managing IT Projects, Introduction to Programming, Define and Innovate Business Processes, Implementing IT Enabled Business Processes, Georgia Pacific Capstone Project

Skills

- **Programming Languages:** SQL, R, Java, VB.net, JSON, XML
- **MS Excel:** VLOOKUP, Pivot tables, Macros, Modeling
- **Tools:** MS Project, Procure, MS Word, MS PowerPoint, Tableau, Bizagi, SAS Data Miner, BPMN 2.0, Prezi, IBM Rational Requisite Pro
- **Methodologies:** Waterfall, Agile, SDLC