# Wanda Maximoff

(904) 111 – 0000

Maximoff93@yahoo.com

## OBJECTIVE

To secure an internship through which to gain professional experience in the construction management field

## EDUCATION

**University of North Florida,** Jacksonville, Florida Expected Graduation December 2017

College of Computing, Engineering, & Construction, ABET & ACCE Accredited

Bachelor of Science in Building Construction GPA: 3.31

Minor in Business Administration

## CONSTRUCTION MANAGEMENT SKILLS

* Microsoft Project
* Primavera Contractor Scheduling Software
* WinEst
* Power Tool Operation

## RELATED COURSES

* Construction Drawing
* Construction Materials
* Introduction to Structures
* Legal Environment of Business
* Financial Accounting
* Business Calculus

## RELATED EXPERIENCE

ACME Construction CompanyAugust – December 2017

*Assistant Superintendent Internship*

* Ensure materials lists and purchase orders were correct
* Coordinate with inspectors and subcontractors to guarantee timely completion of projects
* Complete daily and weekly reports

National Association of Home Builders Student ChapterOctober 2015 – Present

Member

* Participate in the Race for Relevance charity event hosted by the Florida Engineering Society
* Actively engages in volunteer opportunities and attends campus meetings
* Assist in wheelchair ramp build for elderly persons in the area

Beaches Habitat for HumanityDecember 2013 - Present

Volunteer

* Laborer to help build the OceanGate neighborhood in Mayport for families in need
* Enforces a strict safety procedure while on the job site performing tasks with others

## EMPLOYMENT

Longhorn Steakhouse**,** Jacksonville, Florida June 2014 - December 2015

*Guest Service Specialist*

Cracker Barrel, Naples, Florida May 2009 - June 2013

*Various Professional Titles*

## CAMPUS INVOLVEMENT

Associated Builders and Contractors (ABC) Student ChapterOctober 2015 - Present

Member