**Full Name**

123 Roadrunner Way San Antonio, TX 78205

rowdyconstruction@utsa.edu (professional email account you check often)

(222)222-2222 (professional outgoing vm)

**Objective:** Seeking (part-time/full-time internship and/or full-time employment) position in… (optional)

**Summary of Qualifications:** (tailor to job posting)

Fluent in Spanish/native speaker

Proficient: On-Screen Takeoff, Quick Bid, MS Project, Primavera, MS Office

**Education:**

**Bachelor of Science in Construction Science and Management**

The University of Texas at San Antonio

Expected Graduation: May 2012

GPA (optional)

*Italy Study Abroad Program, Summer 2010*

 *Relevant Coursework:*

 Plan Reading Estimating Planning and Scheduling

 Safety Surveying BIM

**Relevant Experience or Related School Projects:**

**Intern** Month Year - Present

XYZ Construction Company, City, State

* Assisted with estimating project costs, performed take-offs and developed project proposals working directly with the General Contractor
* Planned…
* Designed…

**Project Title**  Spring 2013

Name of Class & Professor’s name

* Describe the project: residential, mixed use, healthcare, zoning plan. Where it’s located, mention affiliations with any firms/companies/designers
* Mention the skills you utilized or enhanced: MS Project, Primavera, quick bid, ect.
* Specifically mention the elements that you produced: construction documents, ect

**Habitat for Humanity** Volunteer Fall 2012

* Helped to build functional furniture for a community center.
* Collaborated with a Habitat for Humanity group in the construction of three homes.

**Activities or School Involvement**

Construction Science Student Association, Member, Fall 2011 – Present

[Associated Builders and Contractors](http://architecture.utsa.edu/students/abc), Member, Month Year

[Historic Preservation Association](http://architecture.utsa.edu/students/historic-preservation-association), Member, Month Year

[Urban Planning Student Association](http://architecture.utsa.edu/students/urban-planning-student-association), Month Year – Month Year

**Additional Work Experience**

University Center, UTSA Math Tutor Fall 2012 - Present

Jamba Juice, San Antonio, TX Customer Service Summer 2012

University Career Center , UTSA Student Employee Fall 2011 – Summer 2012