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**Objective** Applicant seeks to apply exceptional people/concrete managerial skills and an in-depth logistics and marketing background in position of... \*

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**Experience** **Field Technician with Engineering Consulting Services** Aug '09 – Jan '10

Job requirements included:

- Geotechnical, Environmental, and Construction Materials Engineering Experience
- Field-testing of various concrete, soil, and construction products
- Performing lab work on various concrete and soil types

**Internship with HICO Concrete**

June '08 – Aug '08

Worked with company on projects that included:

- Project Analysis
- Estimating
- Quality Control
- Creating Submittals
- Safety Procedures
- Take-offs
- Product Ordering

**Training Coordinator at Ingram Book**

May '07 – Aug '07

Worked as a H.R. representative on assignments that included:

- Coordinating the methods for departments
- Project Management
- Knowledge of logistic processes for company

**Supervisor at UPS**

Aug '01 – March '07

Worked in H.R., Retention and Operation departments

- Analyzed and trained new employees/ supervisors
- Situational Leadership
- Responsible for supervision of 15+ employees
- Trained one person per week on average throughout my UPS career (Employees varied from 18 to 40+ years of age)
- In-depth knowledge of logistics and time awareness

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**Education** **Undergraduate: Middle Tennessee State University** Fall '05 – Summer '10

- Bachelor of Science: Summer '10
- Major: C.I.M. (Production, Sales and Service) Minor: Business

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**Activities** **Associated General Contractors MTSU Chapter** Fall '08 – Fall '09

- President

**MTSU Rugby**

Fall '07 – Fall '08

- Social Chair

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**Awards** **Certificate of Appreciation**

- Awarded in 2009 for contributions to Associated General Contractors of Tennessee

**Continued Service Award**

- Awarded in 2006 for 5 years consecutive service from UPS

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**Related Skills** **Computer Software Packages:** Microsoft Office (Word, PowerPoint, Excel), AutoCAD

**Computer Programming Languages:** HTML

**H.R. Related Activities:** Exposure to Interviewing and Training processes

**O.S.H.A. Background:** Proficient understanding of O.S.H.A. regulations and processes