

Quentin White

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Smyrna, TN 37167

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Education

Middle Tennessee State University

Bachelor of Science in Concrete Industry Management
Bachelor of Art in Foreign Language - Spanish
Minor in Business Administration

Work Experience

Flintco Constructive Solutions

Assistant Quality Control Manager

Memphis, TN

April 2010 – Sept. 2010

- Inspected concrete prior to and after pouring, as well as rebar and grading.
- Coordinated activities of subcontractors and testing companies.
- Prepared daily inspection reports and processed testing reports and RFI's.

National Ready Mix Concrete Association

Political Affairs Office - Intern

Washington, D.C.

May 2009 – Aug. 2009

- Researched materials for presentations to politicians and association members.
- Updated and redesigned association websites.
- Translated materials into Spanish.

TAS Commercial Concrete

Interim Educational Director

Houston, Texas

May 2008 – Dec. 2008

- Created educational programs for English and Spanish speaking employees
- Translated teaching materials and company documents
- Taught ACI and leadership training classes

Tennessee Concrete Association

Administrative Assistant

Murfreesboro, TN

Jan. 2008 – Dec. 2008

- Answered phones, processed mail, and set appointments.
- Researched and prepared educational presentations.
- Translated materials into Spanish.

Legal Intake Professionals

Intake operator & translator

Nashville, Tennessee

Feb. 05 – Jan. 06/ Dec. 08 – May 09

- Received and processed case information via telephone in English and Spanish.
- Translated live Spanish calls for attorneys.

Activities and Skills

Amigos de las Américas of Nashville – Board Member/ Language Trainer
ACI Field Testing Level 1 and Flatwork Level 1 Certifications
MTSU Certified Transitional Teaching License
Eagle Scout

References available upon request