

Edgardo Ponce

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Current Address:

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OBJECTIVE

To obtain an internship with respected construction company that will allow me to enhance my Construction Management skills for future employment.

EDUCATION

Michigan State University, East Lansing, MI
B.S. Construction Management
Expected Graduation, December 2007

WORK EXPERIENCE

- **Tutor, Michigan State University H.E.P. Program**, East Lansing, MI
(September 2005 - Present)
 - Tutor Students Seeking a G.E.D.
- **Intern/Assistant Construction Manager, Johnson Brothers Construction**, McAllen, TX
(Summer 2005)
 - General office administration
 - Solicited, collected, and analyzed subcontractor bids
 - Generated cost estimate spread sheet
 - Monitored Superintendent Daily Activities sheets
 - Supervised laborers
 - Ordered materials
 - Performed take-offs
 - Prepared Change Orders, Work Orders, Purchase Orders
 - Assisted Superintendents
- **Interviewer, Michigan State University Survey Research Facility**, East Lansing, MI
(September 2003 – December 2005)
 - Conducted interviews over the phone for statistical analysis.

SKILLS

- Speak Spanish fluently
- Above average computer skills (Microsoft Word, Excel)
- Print reading & takeoffs
- Work well under pressure

ACTIVITIES AND HONORS

- Member of SBCA (Student Builders and Contractors Association)
- Co-Founder of Hispanos Unidos Multicultural Organization
- Mentor two freshman students from the College Assistant Migrant Program; 2 years
- Participated in Study Abroad for Spring Break 2004; Volunteer work
- Deans List Spring Semester 2005, Fall semester 2005

HOBBIES AND INTERESTS

- Sports, working out, outdoors, traveling, socializing, trying and learning new things

