

Justin F. Hartless

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Objective

To become an engaging intern and team member, handling one or multiple responsibilities while taking the opportunity to learn the inner workings of the construction process to achieve advancement in my education and growth within your company.

Education

Arizona State University
Del E. Webb School of Construction
Bachelor of Science in Construction Management
Minor: Sustainability
Expected Graduation Date: Fall 2017

Research

Emerging Technologies BIM Group at Arizona State University: January 2017 – Present

Undergraduate Research Assistant with Dr. Steven Ayer:

As an undergraduate research assistant I am involved with research centered on the emerging technologies involving BIM in the Construction Industry and defined value it brings to the construction process.

Work Experience

Caliente Construction Inc.: May 2016 – February 2017

Project Intern/ Project Engineer/ Assistant Superintendent (Full Time Position Obtained):

Within the position I trained as a Project Engineer assisting management in facilitating the construction process. I was responsible for developing project objectives by reviewing project documents and conferring with management. I participated in Owner meetings, as well as, Subcontractor meetings to review the status of projects, highlighting key issues, and working collaboratively on solutions. I was responsible for recording and updating meeting minutes. I also performed site/scope walks with subcontractors and collaborated with subcontractors to acquire bid proposals. I completed construction administration documents such as: transmittals, RFI's, submittals, and schedules. I also performed quality control review of work completed.

In the field, I conducted safety reviews of the construction site, assisted with toolbox safety talks for current work being done, and highlight key schedule items needing to be addressed throughout the project. I was responsible for coordination drawings with management, subcontractors, and, owners. I was in an Assistant Superintendent role on various projects assisting the Superintendent in ensuring that all projects are performed in accordance with the contractual and quality standards for the project. I participated in the scheduling process, maintaining daily reports to track the status of the project, and aiding in correspondence with individuals involved in the project. I assisted in reviewing of bids from subcontractors and compiling bid tabulations for projects.

Lucky Man Concerts: October 2013 – December 2015

Security Personnel:

Responsible for greeting patrons while entering the Marquee Theatre. Maintain event safety for all individuals during the performance through manual pat-downs and inspections.

Hospitality Staff:

Manage all interactions related to customer relations and hospitality. Create an inviting atmosphere for patrons to feel comfortable within the venue.

Water and Ice: May 2013 – December 2014

Manager:

In charge of fulfilling customer orders and process transactions. On a daily basis reviewed company inventory in order to ensure adequate stock was always available. Handled daily revenue deposits of the facility to our company bank. Performed proper security provisions at night such as locking up and activating security alarm systems.

Tilly's Clothing Company: December 2011 – May 2013

Sales Associate:

Duties included customer service while providing a nice, friendly environment. Aided to customer needs throughout the store. Provide insight on products and promote the sales.

Cashier:

Process cash and electronic transactions. Responsible for accurately record keeping and handling customers' needs at the end of sale.

Membership

- Undergraduate Teaching Assistant (Fall 2016): Surveying with Professor Aulerich
- American Concrete Institute: Chapter Secretary of the Arizona State Chapter
- National Chapter of the American Concrete Institute: Active Member
- Provost Scholarship Recipient
- High School National Honor Society Member
- High School French Club President
- High School Varsity Captain: Dive and Cheer