

Matthew C. Moore

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Construction Management Graduate seeking an entry level management position with a progressive company in the construction industry. Proven educational background and solid work experience. Gained invaluable insight and hands-on experience surrounding construction company operations, industry and business practices. Personality and work ethic coupled with a general knowledge of people and business make me a diverse and dynamic candidate for your company.

Education:

Bachelors of Science – Construction Management

August 2003 -Present

University of Louisiana at Monroe
Monroe, LA

Anticipated graduation date: June 2008

Work Experience:

Amethyst Construction

February 2005- August 2007

Carpenter/Labor Hand

Directly involved with construction of residential street and commercial parking drainage systems, specifically catch basins.

- Deciphered blueprints surrounding the layout and construction of various residential / commercial construction projects
- Responsible for the following elements of construction:
 - Form construction
 - Depth assessment
 - Basin Layout
- Based on blue-print layout, gained understanding of placement and distance of each drainage location.
- Understood code specific to job site
- Worked with all equipment and material needed to perform job function
- Operated heavy machinery during construction process

Hixon Autoplex

May 2004-August 2004

Auto Maintenance Assistant

- Assisted Maintenance with daily task: shop upkeep, shop appearance, etc.
 - Assisted in Inventory of parts, used and new autos
 - Assisted in business operation functions: filing, mail, etc.
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Computer Skills and Proficiencies:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- AutoCad
- SureTrac
- ICE

Professional Membership and Certification:

Construction Guild:

- Associated General Contractors,
- Associated Builders and Contractors,
- National Association of Home Builders

10 hour OSHA Certification