

§ 01 / SUMMARY

Project engineer intern at Lee Lewis Construction, coming into construction from project management, digital marketing and web development. Runs submittals, RFIs, scope management and closeout on work ranging from a 223,000 SF multi-sport center to a \$58M K-12 school. Designed and built a Procore-integrated tracking system that shows who holds every submittal and RFI and flags schedule delay risks before they happen. Working toward an A.A.S. in Construction Management at Collin College (August 2027), then the B.A.S., while working full time.

§ 02 / CORE COMPETENCIES

Submittal Management	+	RFI Coordination	+	Project Closeout & O&M Turnover	+	Punch List & Completion List	+
Quality Control & Document Control	+	Scope Management	+	Change Order & ASI Tracking	+	Contract Interpretation & Enforcement	+
Meeting Minutes & OAC Coordination	+	Construction Safety	+	Risk Management	+		

§ 03 / EXPERIENCE

Project Engineer Intern — Lee Lewis Construction

Jan 2026 — Present

Plano, Texas

- ▶ Set up and manage submittals on a 12,971 SF restaurant finish-out, checking each submittal against the contract scope and specs
- ▶ Primary closeout lead on a \$58M K-12 school: took closeout from 20% to 80% complete in six weeks, across 218 submittals and 63 subcontractors
- ▶ Co-led the 1,000+ item punch list on the same project, from creation through completion
- ▶ Built Hold Point, a Procore-connected dashboard that tracks every submittal, RFI and follow-up on a live job and flags late approvals before they hold up the schedule
- ▶ Write and track RFIs, check architect responses against the drawings and specs, and flag scope changes that need an ASI or change order
- ▶ Run weekly 360 camera walks, track site progress against the schedule, and write OAC and subcontractor meeting minutes

Merchandising Specialist — Ace Displays

Sep 2024 — Jan 2026

Southlake, Texas

- ▶ Ran product data for a 3,000+ SKU catalog to grow organic sales
- ▶ Planned and carried out a full SEO overhaul of the company's ecommerce site

Senior Web Developer and Marketing Director — TCP Pro Racing

Aug 2023 — Sep 2024

Tyler, Texas

- ▶ Managed schedules for product launches and web projects, coordinating design, marketing and leadership to hit release dates
- ▶ Led the rollout of new production tracking software, which cut handoff delays between phases

Lead Web Developer and Project Manager — To Boldly Go Digital

Jan 2021 — Aug 2023

Remote

- ▶ Managed a team of 14 designers and developers on fixed-scope projects with set budgets and deadlines
- ▶ Wrote and enforced client contracts to control scope, revisions and budget

§ 04 / SELECTED PROJECTS

PROJECT	LOCATION	TYPE / DELIVERY	SIZE	VALUE	ROLE
Albert Farine Elementary School	Irving, TX	K-12, Design-Bid-Build	121K SF	\$58M	Primary closeout lead (20% to 80% in six weeks); co-led the 1,000+ item punch list
Dallas Stars Multi-Sport Center	Northlake, TX	Sports Venue, Design-Build	223K SF	\$55M	Subcontractor coordination, closeout and 360-degree field walks
Oak Point Parks Maintenance Facility	Plano, TX	Municipal, Design-Bid-Build	15,520 SF	\$12.9M	Submittals, closeout, and RFIs linked to the plans so field crews see them on the sheets
Moxies, The Star	Frisco, TX	Restaurant TI, Design-Bid-Build	12,971 SF	\$800K	Sole submittal and RFI manager; built the submittal process in preconstruction; 360-degree field walks

§ 05 / EDUCATION & CERTIFICATIONS

A.A.S., Construction Management

Collin College · EXPECTED AUGUST 2027

Attending evening classes while working full time

Procore Certification: Project Manager

No. yhay388gb5n6 · ISSUED SEPTEMBER 2026

OSHA 30-Hour Construction

No. 26-602189646 · ISSUED MAY 2026

B.A.S., Construction Management

Collin College · Continuing after the A.A.S. · EXPECTED 2029

Procore Certification: Student

No. de9yneu9qe7o · ISSUED NOVEMBER 2025

§ 06 / SOFTWARE

Procore

Bluebeam Revu

Microsoft Project (in progress)

Pype Closeout

DroneDeploy

Ground Deploy

Microsoft Office Suite

Outlook