

## Michelle T. Tiger

### Current:

123 Tiger Town  
Baton Rouge, LA 70803  
(225) 578-3202

mtiger5@lsu.edu

### Permanent:

123 Main Street  
Hometown, Louisiana 70000  
(225) 555-1212

## OBJECTIVE

To obtain the Assistant Project Manager position with XYZ Construction Company.

## EDUCATION

### Louisiana State University (LSU), Baton Rouge, LA

Bachelor of Science, Construction Management

May 2XXX

Cumulative GPA: 3.5

**Related Coursework:** Plan and Cost Analysis for Residential Construction, Materials, Methods and Equipment I & II (Heavy and Industrial Construction), Quantity Surveying, Estimating and Bidding I & II, Soils and Foundations.

## EXPERIENCE

### Concrete Worker, Tiger Residential Company, Baton Rouge, LA

August 200X - present

- Set forms for foundations, flat work, curbs, and gutters.
- Placed and finished concrete for homes utilizing slabs as finished flooring.
- Acted as a translator for non-english speaking workers.

### Laborer, P&G Building Services, Baton Rouge, LA

August 2XXX-present

- Remodeled 1500 square foot home.
- Installed insulation.
- Hung and finished drywall.
- Framed floor, walls and roof.
- Collaborated with crew from demolition through finish of project.

### Sales Associate, Lowe's, Baton Rouge, LA

May 2XXX-January 2XXX

- Assisted customers in planning, organizing, and acquiring all necessary items required to finish projects.
- Coordinated shrink control, product ordering, and stocking in lumber/building materials department.
- Supervised and distributed various tasks of three employees.
- Motivated employees through strong initiative and teamwork.

### Residential Advisor, Herget Hall, LSU, Baton Rouge, LA

August 2XXX-May 2XXX

- Informed residents of facility rules and regulations; monitored and enforced those policies.
- Assisted residents in resolving interpersonal conflicts.
- Planned and implemented residential programs for social and academic purposes.

## SKILLS

**Computer:** Primavera (P3); SureTrac; Expedition; MS Project; Microsoft Office; Visual Analysis; Windows & Macintosh Operating Systems; Fast Track 4.0; ArchiCAD; HTML

**Language:** Fluent in English and Spanish

## ACTIVITIES/HONORS

Construction Management Student Association; Associated General Contractors Scholarship, National Association of Home Builders Scholarship, Associated General Contractors; Louisiana TOPS Scholarship; Dean's List