

SPENCER EASTON

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SUMMARY

Diligent Construction Manager consistently involved in all facets of building construction. Specialty in Heavy Industrial, Commercial & Highway. All of my family members are Estimators and Project Managers so this industry runs in my blood.

EDUCATION

2015

Bachelor of Science: Construction Management
Weber State University — Ogden, UT, USA
Currently a senior with two more semesters remaining.

2012

Associate of Science: General Studies
Salt Lake Community College — Salt Lake City, UT, USA
From 2008 to 2012 while worked full time I graduated with over 120 credit hours.

KEY SKILLS

- Auto CAD 2014
- On screen Takeoff
- Microsoft Project
- Microsoft Office
- Proficient on Mac and PC
- OSHA 30 Hour Construction Industry Safety Certified
- HAZWOPPER Certified
- First Aid/ CPR Certified
- Asbestos Contractor Certified

WORK EXPERIENCE

10/2014 to Current

Project Engineer
Pacific West LLC — Salt Lake City, UT
Obtained notices of completion and compliance certifications from all of the construction administration consultants. Submitted all project closeout documents in accordance with the contract. Helped with planning, budgeting and direction of all construction projects. Used Auto CAD to create an As-built set construction plans to deliver to owner.

03/2013 to 10/2014

Laborer
Pacific West LLC — Salt Lake City, UT
Assisted skilled workers with construction projects in all phases. Operated heavy equipment including bobcat, loader, rolling compactor, excavator, and water truck. Cleaned all construction areas to avoid hazards. Completed indoor and outdoor commercial construction projects.

09/2012 to 03/2014

Private Investigator
Court Ops — Salt Lake City, UT
Successfully processed and served Bench Warrants, Civil complaints, and Bank Garnishments. Effectively Traveled all over the state using GPS and maps to visit and manage Legal documents. Was a Subcontractor for Court Ops and was in charge of managing my time and documents.

ADDITIONAL INFORMATION

- Fluent in Spanish
- Achieved Eagle Scout at the age of 17 and was employed as a counselor in the scouting organization at Bear Lake Aquatics Base
- Served as campaign management for a local Mayoral Election
- Spent two years serving as a spiritual representative for my Church in Mexico. During which I was called to serve as the Executive Secretary to the President over the area.

REFERENCES AVAILABLE UPON REQUEST

also see on-line portfolio for more information.
www.spencereaston.yolasite.com