**D. Yevette Pinson**

P.O. Box 441151 ■ Houston, TX 77244 ■ 404-502-3598 ■ [dypins@gmail.com](mailto:dypins@gmail.com)

**Career Goal: Project Engineer / Asst Project Manager**

An experienced construction professional seeking a construction position which will provide new opportunities to learn and grow career, offering hands on experience in commercial and energy construction.

**Construction Skills**

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| * Highly organized and detail oriented * Proven ability to manage multiple projects in a fast pace environment * Excellent oral and written communication skills | * Strong interpersonal skills and the ability to work with many cross functional teams and PM’s * Superior analytical, math and problem solving skills | * A self-starter, able to work with minimum or no supervision * Eager to learn new areas * Microsoft Office * Prolog & Constructware * Scheduling (MS Project) * Estimating softwares (Timberline, BB, and Cloud) |

**Experience**

**The HOME DEPOT,** Houston, TX

**Cashier,** 09/15 - 07/18

Assists customers visiting the retail hardware giant with final purchases, by operating a computerized register. Works together as a team with managers and sales associates to provide excellent customer service, making each shopping experience satisfying. Solicits customers for credit cards and other Home Depot services. Performs other tasks as assigned (stocking, organizing etc..)

**3i CONSTRUCTION**, Houston, TX   
**Project Engineer,** 12/14 - 10/15

Assisted project manager in the planning and execution of the project in the following roles: Gathered all necessary backup for change orders and pay applications and prepared for submission to the owner. Prepared RFI’s to the architect. Assisted in the process of submittal approvals and maintained the submittal log. Responsible for ensuring that all RFI’s, ASI’s submittals etc. were communicated to the subcontractors. Attended owner meetings and took accurate and complete meeting minutes of construction progress, distributing in a timely manner to attendees. Ensured subcontractor compliance on submission of all required contract documents (ie , contract, daily reports, labor compliance etc.), building and maintaining customer/subcontractor relationships . Reviewed design changes and provided estimating/quantity take offs. Provided LEED support for the project.

**BOXER PROPERTY**, Houston, TX

**Construction Administrator/Manager,** 04/14 – 10/14

Assisted construction department in the issuance and facilitation of all construction project permits. Currently managing office remodels from start to finish. Responsibilities include reviewing the site for the scope of work,

providing a takeoff, soliciting subcontractors for bids, reviewing bids and issuing work orders, maintaining project schedule, authorizing payments, final walk through, and ensuring that subcontractors work is in compliance to company’s standards/policies.

**CAL DEVELOPMENT**, Houston, TX

**Project Coordinator,** 01/13 – 04/13

Responsible for the daily administration of the office in addition to supporting project managers on commercial retail projects which included the following: document controls – drawings, rfi’s, rfc’s, submittals, change orders, meeting minutes and reports, direct interaction with subcontractors – solicited bids, followed up on contracts, insurance, payment and invoices.

**COLDWELL BANKER REAL ESTATE,** Atlanta, GA

**Realtor**, 2/10 – 12/11

Worked with sellers, buyers, and renters in the purchase/sell, or rental of residential real estate. Responsibilities included some of the following: helping sellers determine the value of the property they want to sell or rent, prepared market analysis statistics, advertised the listed property to other realtors and potential buyers, hosted open houses, provided tips on how to stage the property so that it will appeal to buyers, scheduled appointments with sellers/seller’s agents and renters to view properties, assisted in the preparation of offers, facilitated the closing process on behalf of the client and other ancillary services, such as referrals, as required.

**SKANSKA USA BUILDING**, Atlanta, GA

**Assistant Project Engineer,** 6/06 - 4/09

Worked closely with project team members and manager in the following capacity: reviewed project drawings and specifications for use by subcontractors in submitting bids for projects, participated in pre-bid and preconstruction meetings to review the project scope and estimate cost before putting out to bid, assisted in the review of bid proposals and made recommendations on the award of the bids, assisted in the review and approval of contractor material submittals, payment invoices, bonds and insurance, made field visits during construction phase to interface with subcontractors on the project schedule, budget, change orders, project documents, codes or standards, monitored project schedule and budget and generated periodic reports for management.

**GRANITE SERVICES (GE WIND ENERGY)**, Norcross, GA

**Project Engineer (Intern),** 8/05 - 6/06

Managed and reported directly to the project manager on the project engineering schedule and forecasts for assigned wind energy projects and prepared weekly status reports. Ensured optimal work quality and customer service.

**Education**

**SOUTHERN POLYTECHNIC STATE UNIVERSITY**,Marietta, GA

* B.S. degree, Construction Management

**STEPHEN F. AUSTIN STATE UNIVERSITY**, Nacogdoches, TX,

* B.A. degree, Management

**Excellent work references**