

MICHAEL HOLMES

CONTACT

-  New Castle, IN 47362
-  765-465-7347, 765-529-8881
-  michaelholmes.24@outlook.com

SKILLS

- Hazardous Chemical Handling
- Production Standards
- New Construction and Remodeling
- Sustainable Materials
- Worksite Safety
- Construction Layout
- Team Collaboration
- CAD Software
- OSHA Standards and Codes
- Work Site Preparation
- Cement Mixing
- Framing
- Safety

PROFESSIONAL SUMMARY

Dear Hiring Manager, During the summer I am looking for an internship in Construction Management. I am currently in my senior year in College at Purdue University Fort Wayne studying for my Bachelor's degree in construction management. I am detailed orientated, multi-tasker and dependable student and employee. Over the summer of 2020 I worked with a construction company in my hometown. In addition, my senior year in High School I completed the Engineering Vocational School program. I hope you will look at my resume and consider me for employment for your company over the summer. My goal is to receive more onsite experience to prepare me for my future endeavors. Sincerely, Michael Holmes

EXPERIENCE

Construction Worker, 05/2023 - 08/2023 **K&H Construction** - Fort Wayne, IN

- Followed verbal and written instructions from supervisors.
- Collaborated with other crew members to complete tasks in an effective manner; worked both independently and as part of a team.
- Completed demolition, excavation, and site preparation.

Duct Cleaner, 05/2021 - 08/2021 **Duct Detectives** - Orlando, FL

- Processed payments using POS system efficiently and accurately.
- Utilized specialized tools such as vacuums and brushes to clean interior surfaces of ductwork.
- Analyzed customer complaints regarding poor indoor air quality or inefficient operation of their HVAC system.
- Removed debris from blower motors, coils, condensers, and other components of HVAC systems.
- Repaired leaks in the ductwork caused by corrosion or damage from rodents or other pests.

Construction Worker, 05/2020 - 08/2020 **M L Taylor Construction** - New Castle, IN

- Followed verbal and written instructions from supervisors.
- Used hand drill and saw machine to cut required measurements of materials.
- Installed doors, windows, roofs, siding, decks, porches, stairs, railings, flooring systems and insulation according to building codes.

- Performed carpentry work such as framing, drywall installation, and trimming; operated power tools and hand tools safely and efficiently.

Cook, 08/2018 - 05/2020

Arby's

- Demonstrated ability to manage multiple tasks while remaining adaptable and flexible.
- Worked with coworkers to complete tasks.
- Responded quickly to meet customer needs and resolve problems.

EDUCATION

Bachelor of Construction Management: Expected graduation
Present

Purdue of Fort Wayne, School of Engineering

Certification of Engineering: 06/2020
New Castle High School

HS Diploma: 06/2020