

Daniel E. Aguirre

9158 Cinnebar Drive, Indianapolis, Indiana 46268 * Mobile: 317-379-4244 *

danaguir@alumni.iu.edu

OBJECTIVE

A project management position where I can implement my project engineering skills to advance further my commitment to the construction industry

EDUCATION

Purdue University Indianapolis

B.S. in Construction Engineering Management Technology

WORK EXPERIENCE

White Oak Commercial Group - Assistant Project Manager

March 2022 to October 2023

- Helped manage commercial projects and maintenance work to completion,
- Produced and managed project schedules, via MS project
- Reviewed, produced and managed daily/weekly reports, logs, submittals and closeouts, via MS
- Managed RFQs, RFIs, and reviewed proposals for conformance
- Performed Quantity Takeoffs for bidding purposes, via Bluebeam
- Attended pre-bid meetings and bid submissions
- Produced renderings and building plans for small residential,

Equiteam LLC- Assistant Project Manager

July 2020 to January 2022

- Produced and managed RFQs, RFIs, and subcontracts for project execution
- Managed project software (Raken) for superintendents' use
- Managed, reviewed, and produced project submittals, meeting minutes, closeouts, via management software Foundation
- Managed certified payrolls for wage scales
- Attended pre-bid walkthroughs and bid submissions/opening

SPD Textile & Drapery Inc. (Midwest Shade & Drapery) - Commercial

August 2017 to March 2020

Estimator & Project Manager

- Conducted takeoffs to produce estimates for bidding projects

- Produced and managed project submittals, and closeouts
- Attended on-site construction meetings
- Maintained schedules for bidding, and field operations

Cityscape Residential – Assistant Superintendent

November 2016 to May 2017

- Supervised completion and turnover of building interiors
- Maintained daily reports and punch lists

Professional Services Industries – Engineering/Lab Technician

September 2014 to November 2016

- Equipment calibrations and maintenance
- Trained at Rose Hulman and received INDOT Certified Hot Mix Asphalt Technician
- Concrete and soils in-situ testing and lab testing

Cardno ATC – Construction Materials Testing Technician

March 2013 to September 2014

- Tested concrete, asphalt, and soil in field for QA/QC
- Inspected excavated footings and geo-piers
- Tested concrete specimens in laboratory

Irving Material Incorporated – Plant Assistant

2012

- Operated a loader for transporting aggregate material
- Prepared and removed steel forms for concrete blocks
- Carried out plant manager's orders

Menards, Inc. – Building Materials Department Sales Attendant

2015-2016

- Created materials lists upon guest request
- Answered guests questions with solutions to projects
- Achieved 7 different department certificates of completion

PERSONAL SKILLS/DATA

- Proficient in Microsoft applications
- Proficient in CAD applications.
- 30 hours certificate (60 total) of OSHA training