

Brooke M. Schipp

P.O. Box 554 • Santa Claus, IN 47579
bmschipp@gmail.com • (812) 686-0795

OBJECTIVE:

To obtain full-time employment to utilize my education in building construction management.

EDUCATION:

Purdue University West Lafayette, Indiana
B.A. in Building Construction Management
Specialization in Residential Construction Graduation: December 2008

WORK EXPERIENCE:

Assistant Supervisor **(Summer 2008 & 2006)**
Santa Claus Investment, LLC *Santa Claus, Indiana*

- Scheduled contractors
- Oversaw project plans
- Redesigned floor plans
- Ordered/delivered materials

Management Assistant **(Summer 2007)**
Todd Stengel Construction, Inc. *Louisville, Kentucky*

- Met with clients to consider restoration options & materials
- Assisted with design layouts
- Documented work in progress
- Purchased materials
- Interacted daily with clients
- Performed demolition & reconstruction work

Clerical Worker **(Summers 2002-2005)**
Global Transport Development, Inc. *Santa Claus, Indiana*

- Created presentations via PowerPoint software
- Prepared invoices for customers
- Administered bill payments
- Performed general secretarial duties

PROFESSIONAL DESIGNATIONS:

- Certified Green Professional (CGP) - 2008

ACTIVITIES:

- National Association of Homebuilders, Member
 - National Residential Competition Team Member – 2005-2006
 - Committee Member – 2007
 - Attended International Builder's Show Convention – 2006, 2007 & 2009
- Women In Construction Management, Member
- National Trust for Historic Preservation, Member

OTHER SKILLS:

- Great business communication skills
- Intermediate level of Spanish language
- Computer skills: AutoCad, Primavera, Expedition, Microsoft Office