James M. Holland

210-355-0336 1654 Hawks Tree Lane
Jamesho81@aol.com San Antonio, TX 78248

Education: **Colorado State University, Fort Collins, Colorado** 12/08
B.S. in Construction Management

Work Experience:

Milender White Construction Co. Denver, Colorado 05/08 - 08/08
Intern (Estimating)

- Performed Quantity Takeoffs using On Screen Takeoff Software
- Participated in bidding activities
- Initiated new processes and procedures for On Screen Takeoff Software

The Haskell Company, Jacksonville, Florida 05/07 - 08/07
Intern (Field - Okla. & Office - Fla.)

- Created and supervised punch lists
- Coordinated O&M Manuals and closeout documentation

Centex Homes, San Antonio, Texas 06/06 - 08/06
Intern (Labor Supervision)

- Supervised from 6 to 12 laborers at a time
- Completed Condensed Technical Training Program

Skills:

Computers:
AutoCAD, Architectural Desktop;
MS Project, Excel, Word, Access, & Powerpoint;
Suretrack; On Screen Takeoff

Foreign Languages:
German - Proficient
Spanish – Basic

Memberships:

- American Society of Professional Estimators, Student Chapter - Cofounder & Secretary
- Design Build Institute of America, Student Chapter
- Associated General Contractors, Student Chapter

Awards, Accreditations, & International Experience:

OSHA 10 hr. Construction Safety Certified		12/05
American Red Cross First Aid and CPR certified		10/05 - 10/08
Foreign Exchange Student:	Mexico – Four Weeks	07/04 - 08/04
	Germany – One Year	08/98 - 07/99
Eagle Scout Award		08/98

References upon Request