

Norman J. Schultz, Jr., EI, AC

Dear Hiring Manager,

This letter is to express my interest in bringing my years of expertise in construction and project management to your firm.

My background includes a diverse array of construction experience coupled with recent accreditation of education achievements and industry certifications including:

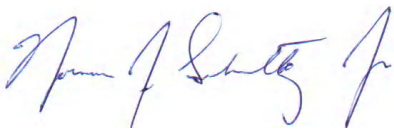
- Bachelor of Science, Construction Engineering Technology – The University of Akron
- The State Board of Registration for Professional Engineers and Surveyors of the State of Ohio – *Engineering Intern*
- The Constructor Certification Commission of the American Institute of Constructors – *Associate Constructor*

I am continually improving my credentials, presently working to achieve:

- *Business Management Technology Certificate* - The University of Akron
- *LEED Green Associate Accreditation* – United States Green Building Council (USGBC).

Should you have any questions, I can be reached at the number and/or email address listed below.

Sincerely,



Norman J. Schultz, Jr.
cc: File

Norman J. Schultz, Jr., EI, AC

PO Box 23024, Chagrin Falls, OH 44023 (440) 543-4709 nschultz25@hotmail.com

Skills:

Extensive construction field experience and management; including laboring, operating, supervision, contract administration, project design and project inspection.

- **Foreman/Superintendent/Project Management/Administrative**
- **Confined Space Entry/Hazard Communication Training/30 hour OSHA Safety Certificate**
- **CPC Study Seminar Instructor** – Review of the Construction Engineering Technology coursework in preparation for the American Institute of Constructors Certification –The University of Akron
- **Engineering/Technician –Field Representative/Construction Manager** – Project design, contract administration, construction supervision, progress photo documentation, electronic project logs include “links” to expedite progress reviews of reports and photos. My records have proven critical in wetland mitigation proceedings.
- **Assistant Estimator** – Acquisition and e-filing contract documents, interfacing with contractors & vendors, quantity take-offs, bid preparation, electronic filing of plans. I played a key role in acquiring the Walgreen contract.
- **Software Experience** - MS Office Outlook, Word, Excel, PowerPoint, Primavera Expedition, SureTrac, P-3, On-Center OST, WinFax, WinEst, Command Post, QuickBooks, Autodesk Land Desktop 2004
- **Operating Engineer** – Heavy Equipment Operator
- **Laborer**

Work History:

- | | | |
|---|---------------------------|---------------|
| • The University of Akron | Engineering Tech. Faculty | Akron, OH |
| • Hess & Associates Eng. Inc. | Engineering Technician | Newbury, OH |
| • Lawler & Crowley Constructors | Assistant Estimator | Cleveland, OH |
| • Frank Novak & Sons, Inc. | Estimating Department | Cleveland, OH |
| • Various local highway & heavy contractors | Operating Engineer | Cleveland, OH |
| • Anchor/Able Fence | Laborer/Foreman | Cleveland, OH |

Education:

Certified Professional Constructor

Associate Constructor Certification Examination, Level I, Associate Constructor (AC) **2009**

Woodbadge

BSA - High Performance Team Training Course, C-31-07 **2007**

Fundamentals of Engineering Exam

Engineer Intern (EI) *Certified by the State Board of Registration for Professional Engineers and Surveyors of the State of Ohio* **2007**

The University of Akron, Akron, OH

Bachelor of Science, Construction Engineering Technology: Dean’s List: 3.83/4.00 Cumulative GPA **2006**

Lakeland Community College, Kirtland, OH

Associate of Applied Science, Civil Engineering Technology; 3.94/4.00 GPA (Summa Cum Laude) **2003**

Ohio Operating Engineers, Richfield, OH

1994-Present

Drexel J. Thrash Training Center, Millwood, OH

1992-1996

Memberships:

- The University of Akron – Construction Engineering Technology Academic Advisory Committee **2010-2013**
- Greater Cleveland Council, BSA - Properties Committee
- Construction Specifications Institute (CSI) Akron-Canton Chapter *Ex-officio Board Member*
- Society of Students in Construction (SSIC)
- Golden Key International Honour Society
- Boy Scout Troop 177 Scoutmaster – Eagle Scout
- Phi Theta Kappa International Honor Society (Alpha Psi Rho Chapter)
- American Institute of Constructors Technology Student (Student Member)
- Civil Engineering Association (CETSA) *Vice Pres. (“00, “01, & 02)*

Training:

- Confined Space, Types of Confined Space, Permit Required Confined Space, Atmospheric Hazards, Physical Hazards, Staying Safe, Radiation Hazards (Perry Nuclear Power Plant refueling spring 2003), Hazard Communication, Chemicals and Materials, Material Safety Data Sheets, Personal Protection Equipment, Respirators, Air Purifying Respirators, Supplied Air Respirators, NIOSH Certification, Chemical Protective Clothing, Non-chemical Protective Clothing, Retrieval Equipment, Confined Space Entry teams, Isolation Procedures, Lockout/Tagout, Entry Permit, Air-Monitoring Instruments, Oxygen Content, Flammable Gas and Vapors, Potential Toxic Air Contaminates, Ventilation Categories, Ventilation Methods, Planning Considerations, Internal Obstructions, Disconnecting Pipes and Process Lines, Hazardous Particulates, Vapors, Fumes and Respirators, Fall Protection, Ladders and Stairway, Trenching/Excavating, Power Equipment, Scaffolds, Masonry, Fire Safety, Prevention, Emergency Evacuation, Welding, Cutting, Torching, Power and Hand Tools, Electrical Hazards, Demolition, Material Handling, Blood borne Pathogens, First Aid, CPR, Accident Investigation, OSHA, Ropes & Slings

Experience:

- **Engineering/Technician** - product research, designing plans for storm and sanitary applications, assembling specifications, compiling project scope, utilizing management skills to coordinate contractors and project schedules, field inspections, daily reports, documentations of field progress and “as built” conditions, correspondence with contractors and customers, filing and follow-up for EPA permit applications, participation in “start-up” inspection meetings for waste water treatment facilities
- **Foreman** – leader of a “Road Warrior” construction crew on the road for several months between breaks. Responsibilities included crew selection, scheduling, project logistics, procurement, distribution, site layout, project installation, project completion, communications, equipment maintenance and repair, crew lodging and travel amenities, interfacing with state and local engineers as well as utility protection services, coordinating laborers, heavy equipment operators, and electricians, project traffic control, and local and state patrolmen personnel.
- **Superintendent** – field coordination, subcontractor selection, material procurement, project scheduling, interfacing with design architect, owner, subcontractors, suppliers, and record progress meetings.
- **Assistant Estimator** - obtaining bid documents, quantity takeoffs, selection of vendors, composing and distributing “Invitation to Bid” requests, interfacing with vendors, phone call follow up and tracking of vendors, compiling vendors’ scope, product research, electronic filing of bid documents and plans, printing plans and sections on the plotter, determining city registration, bonds and permit costs, compiling vendor proposals for the bid, proposal delivery
- **Project Management/Administrative** - communicating with on-site personnel, monitoring safety practices, coordinating trades, recording daily progress, conveying owner’s requests to the project manager, documenting inspections, receiving material deliveries / Administrative support to the Project Assistants - electronic filing and distribution of meeting minutes, reviewing, processing and filing of submittals, closeout manual assembly, document tracking controls, vendor solicitation
- **Operating Engineer** – use level, transit, and total station for project layout and transfer of grades. Heavy equipment operator for excavation, demolition, utility installation, site work, compaction, loading materials, under-drain installation, trenching, and placing overhead structures
- **Laborer** – fabrication, highway signing, guardrail installations, fence erection, concrete placement and finishing, building and installation of gabions

Recent Projects & Associated Responsibilities:

- Shamrock Boulevard, Painesville – Engineer’s field representative observing and documenting the daily progress of construction of approximately one-half mile of road. Including the clearing, erosion control, topsoil removal/storage, drainage, base soils cement stabilization, constructed fill and compaction, storm sewer installation, street and traffic light foundations, waterline installation and concrete pavement. Liaison for the City of Painesville to the neighboring residents and business owners.
- Leroy Center Wetlands – Communications and field coordination with designer, owner, contractors, and park personnel. Photo cataloging, printed reporting and electronic documentation (with links) of the project and field progress of the wetlands mitigation site.
- Camp Whitewood WWTP – Assemble bid document, advertise for bid, selection of apparent low bidder, coordinate between USDA, owner, contractor and engineer for construction meetings and document processing, submittal review, project progress documentation, application for contractor payment review processing, field quandary resolution, create punch-list, resolve punch-list, project close-out.
- Burton Water Tower Refurbishment – selection of apparent low bidder, pre-construction meeting documentation, distributing meeting minutes, coordination of cellular antenna removal, temporary cellular set-up locations and re-attachment scheduling, coordination of inspection team and painting contractor, monitoring and motivated contractors to completion of respective assignments, liaison of the Village to the contractor.
- Chagrin Falls Park Community Center Storm Sewer Improvement – design, selection of apparent low bidder, inspection and documentation of storm improvement installation.
- North Cheshire Street Curb and Catch Basin Improvement - design, inspection, contractor coordination and documentation of curb and catch basin upgrade.
- Orwell Gas Lines - inspection and documentation of the existing utilities and the installation of natural gas transmission lines through the Village of Burton.
- Painesville City Sanitary Sewer Rehabilitation Improvements – inspection and documentation of the video recording, repair and lining of sanitary sewer mains and manholes
- Burton UV – Research ultraviolet systems, survey installation location, and design plans for a 1,000,000 GPD ultraviolet disinfection structure.

The University of Akron, Special Lecturer:

- AIC, Certified Professional Constructor, Associate Constructor Exam, Study Seminar – Prepare student applicants eligible to sit for the national accreditation examination offered by the AIC Constructor Certification Commission. Provide an environment of direction, dialogue, and lesson materials which apply the necessary aptitude, issues, and performance for successful test results.