

ABBY SCHULTZ

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Personal info

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Skills

BlueBeam



SharePoint



Building Connected



Planswift



Procore



Microsoft Powerpoint



Microsoft Excel



Microsoft Outlook



Microsoft Word



Employment history

Construction Manager Trainee, Lennar Homes LLC. Miami, Florida

Sep. 2021 – Present

As a trainee I assist in preparing and maintaining job schedules, and inspects and enforces job safety requirements. Completing 'punch lists' and assists in completion of new home orientation lists and attended construction meetings and training classes as scheduled. Made sure that other tasks in the environment were done.

Assistant Project Manager, Community Housing Partners. Fort Lauderdale, Florida

May. 2021 – Aug. 2021

Responsible for administrative work with subcontractors to ensure that efficiency within each of the projects are being completed with clear communication to all of the people involved.

Construction Management Intern, Southway Builders. Baltimore, Maryland

Jun. 2020 – Aug. 2020

Met with preconstruction team gaining firsthand experience including conceptual budgeting, quantity takeoffs, subcontractor outreach, and final pricing, and participated hands-on learning in the field through a project management track as well as a superintendent track.

Construction Intern, Community Housing Partners. Richmond, Virginia

Jun. 2019 – Aug. 2019

Responsible for administrative tasks to ensure effective and efficient administration of CHP's construction division. Typical duties included assisting in the preparation of contracts, draw requests, lien releases and change orders. Qualified subcontractors and established them as new vendors by validating insurance. Maintained documents in accordance with established retention guidelines.

JCC After School Program, JCC. Plantation, Florida

Jan. 2019 – Jun. 2019

Oversaw a group of eleven 4th grade students in an after-care environment. Assisted students in completing their homework assignments.

Camp Counselor, Daytrippers. Hallandale Beach, Florida

Jun. 2018 – Aug. 2018

Oversaw camp group of 20 children ranging in age from ages 10 to 12



Education

University of Florida, Gainesville, Florida

Bachelor of Arts, Education Sciences, May. 2021



Certificates

OSHA 10 Hour (06/2020 - Present)