

Kaylene Cabrera

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66 S Benchmark

(951)488-4083

Fayetteville, AR 72704

Education:

Fort Hays State University, Hays, KS

May 2020

- Bachelor of Science in Construction Management
Cumulative GPA 3.4/4.0

Experience:

Nabholz Construction

August 2020-Current

Project Engineer

- Construction Manager on 400-Acre Campus Project.
- Field experience including; SWPPP inspections and construction surveying.
- Review submittals, RFIs, drawings, risk management, and assist with project documentation.
- Prepared agenda and meeting minutes for Owners, Architect, and Contractors (OAC), Weekly Coordination, and Pre-installation meetings.
- Coordinate required items with subcontractors, owners, and consultants.
- Assisted project team with problem solving conflict in the project.
- Visited construction sites regularly to evaluate work quality and safety.
- Led the Job Site's Leadership in Energy and Environmental Design (LEED) on attaining platinum certification.
- Logged safety JHAs, Material Deliveries, and Quality Management System (QMS) checklists.
- A part of an innovative team for usage of drones in construction for surveying.

Nabholz Construction

June 2020-August 2020

Summer Intern

- Support all operation aspects of the team including field and office operations.
- Review submittals and shop drawings, and assist with project documentation.
- Attend meetings, subcontractor progress, and review drawings.

Oldhouselove Restorations

May 2019- August 2019

Summer Intern

- Worked independently to finish tasks sheets.
 - Pour concrete and perform finish work of concrete.
 - Prep and finish cabinets and finish work on walls.
 - Finish work on drywall and mudded and taped drywall.

Certifications and Skills:

- **OSHA 30 and First Aid and CPR Certification**
- **Safety, Employment, Waste, Stormwater Compliance Certification (PVM)**
- **Bilingual in English and Spanish.** Speak, read and write at a proficient level.
- **Experience with Construction Industry Software.** Procore, BIM 360, and Prolog, Evoco, and Autodesk AutoCAD.
- **Proficient in Windows Based Platform and Microsoft Products.** Microsoft Word, Microsoft PowerPoint, and Microsoft Office.

Accolades:

- 2020 Fort Hays State University Applied Technology Outstanding Student Representative
- President of Epsilon Pi Tau Leading International Society for Technology at Fort Hays
- Fall 2020 and Spring 2020 Dean's Honor Roll Recipient
- National Association of Women in Construction Scholarship Recipient
- McCownGordan Construction Scholarship Recipient

Activities and Affiliations:

- Technology and Engineering Education Collegiate Association (TEECA) Club
- International Technology and Engineering Educators Association (ITEEA) Atlanta, Georgia National Conference
- Hispanic American Leadership Organization