

Michael P. Jacobs

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OBJECTIVE: To acquire a position where I can apply my education and construction experience.

EDUCATION: **Minnesota State University, Mankato**
Fall 1997-
May 2001
Major: Construction Management

EXPERIENCE: Field Manager Intern
Summer 2001 Centex Homes, Minnetonka, MN

- Schedule subcontractors
- Assisted with customer orientation of completed home
- Performed Quality Inspections
- Worked with blue prints
- Performed necessary inspections
- Attended training sessions

August 1998-
December 2001 Copy Shoppe Supervisor
Minnesota State University, Mankato

- Kept track of inventory
- Maintain and operate Xerox copy machines
- Oversaw and assisted student workers

1999/2000
Summers Student Worker, Para Professional
Mn/DOT; Oakdale, Minnesota

- Worked with a survey crew (construction and location)
- Operated surveying equipment
- Worked with plans

1998
Summer Laborer
Lessard-Nygren Utilities; Hugo, Minnesota

- Installed fiber optic wire
- Installed PCV pipe in conduit systems
- Operated heavy equipment

COMPUTER SKILLS: Windows 98, MS Word, Excel, PowerPoint, FrontPage, Project, Netscape Navigator, Explorer

ACTIVITIES:

- Region 2 Coordinator of Association of Collegiate Club Soccer, ACCS (1 yr)
- League Commissioner of ACCS, Upper Midwest Soccer Conference (1 yr)
- National Association for Home Builders (NAHB) Competition Presenter
- Construction Management Student Association (CMSA)
- Habitat for Humanity
- Minnesota State Club Soccer, 4 years (Club President, 3 years)
- Minnesota State Phone-A-thon
- Dean's List

REFERENCE: Available upon Request.

