

Malachi Flynn

Project Engineering Intern

📞 (215) 555-0123

✉️ malachi.flynn@example.com

🌐 linkedin.com/in/malachiflynn

📍 Philadelphia, PA 19103

STRENGTHS

- 🗣️ **Effective Communicator**
Articulated project visions clearly during presentations, receiving commendations from professors.
- 👥 **Team Player**
Collaborated successfully with classmates in various project settings, always open to input.
- 💡 **Problem Solver**
Identified challenges promptly within project timelines and proposed actionable solutions.
- 🧮 **Analytical Thinker**
Utilized mathematical concepts adeptly for design calculations influencing final outcomes.
- 🕒 **Adaptable Learner**
Quickly applied newly-acquired skills in technology and teamwork throughout project stages.

SKILLS

<u>Project Management</u>	<u>AutoCAD</u>
<u>MS Office Suite</u>	<u>HCSS</u>
<u>Communication</u>	
<u>Team Collaboration</u>	<u>Mathematics</u>
<u>Construction Principles</u>	
<u>Research Methods</u>	<u>Data Analysis</u>
<u>3D Modeling</u>	<u>Building Codes</u>
<u>Sustainability Practices</u>	
<u>Quality Control</u>	
<u>Technical Documentation</u>	
<u>Public Speaking</u>	

LANGUAGES

English Native

SUMMARY

Current Civil Engineering student at the University of Pennsylvania with hands-on experience in construction project management and a passion for sustainable design. Actively engaged in academic projects that enhance solid communication skills and teamwork. Proficient in various engineering software tools, enabling effective project coordination and analysis. Ready to contribute positively to construction initiatives while gaining further industry experience. Skilled at collaborating with diverse teams to address complex challenges, ensuring project delivery meets operational standards and client expectations.

EDUCATION

Bachelor of Science in Civil Engineering

University of Pennsylvania 🎓 GPA: 3.8 📅 2027 📍 Philadelphia, PA

Coursework: Structural Analysis, Environmental Engineering, Materials Science, Construction Management

TECHNICAL SKILLS

- **Project Management Tools:** Trello, Asana, Microsoft Project
- **Design Software:** AutoCAD, SketchUp, Revit
- **Data Analysis Tools:** Excel, HCSS, Tableau
- **Collaboration Platforms:** Slack, Microsoft Teams, Zoom
- **Testing Software:** MATLAB, Python, SPSS
- **Reporting Tools:** Google Docs, Notion, SharePoint
- **Web Development Tools:** HTML, CSS, JavaScript
- **Presentation Software:** PowerPoint, Prezi, Google Slides
- **Construction Technologies:** 3D Printing, Drone Surveying, BIM
- **Safety Compliance Tools:** SafetyBase, SiteDocs, Buildertrend

EXPERIENCE

Project Coordinator

University Project 📅 January 2025 – August 2026 📍 Philadelphia, PA

Led a capstone project focused on sustainable building design, working collaboratively within a team of five on all phases from planning through execution. Utilized analytical skills to create budgets and timelines, enhancing project efficiency and stakeholder communication. Fostered strong relationships with local communities to identify needs, embedding inclusivity into design methodologies regarding environmental concerns.

- Managed the project timeline, coordinating multiple tasks to ensure timely completion.
- Conducted site assessments to inform critical design decisions based on feasibility studies.
- Utilized MS Excel for budgeting purposes, facilitating an organized financial overview.
- Presented findings and project proposals clearly to faculty members and industry experts.
- Applied AutoCAD skills in drafting precise construction plans for enhanced visual proposal clarity.
- Built connections with community representatives to address local priorities effectively.

Research Assistant

Academic Research 📅 September 2024 – December 2024 📍 Philadelphia, PA

Supported groundbreaking research in innovative construction materials as part of a collaborative academic team. Gathered data through rigorous experiments and documentation, contributing significantly to the preparation of a presentation for a national conference. Developed valuable insights into material durability by employing structured analytical approaches.

- Performed laboratory experiments to gather essential quantitative data relevant to strength testing.
- Drafted formal reports to summarize findings, ensuring alignment with academic standards.

MY CAREER



- Project Coordinator at University Project (1.6 Years)
- Research Assistant at Academic Research (3 Months)
- Engineering Intern at Student Innovation Lab (2 Months)

- Engaged proactively in discussions to refine methodologies, leading to improved data quality.
- Contributed in team-oriented approaches to synthesizing research outcomes for community presentations.
- Ensured compliance with safety protocols during experiments, maintaining a secure working atmosphere.
- Trained peers in lab techniques, fostering a culture of collaboration and shared learning.

Engineering Intern

Student Innovation Lab 📅 June 2023 – August 2023 📍 Philadelphia, PA

Participated in a dynamic project aiming at designing energy-efficient housing solutions applying concepts derived from coursework. Collaboratively developed and tested prototypes while learning key aspects of user feedback integration within product development cycles.

- Created models using 3D software to present innovative architectural plans.
- Facilitated user testing sessions providing practical insights to optimize designs.
- Coordinated discussions among team members to evaluate project success and areas needing enhancement.
- Documented development progress and presented key findings to various stakeholders.
- Enhanced communication and constructive feedback strategies through regular peer engagement.
- Gained exposure to interdisciplinary teamwork, reinforcing collaborative execution.

LEADERSHIP & AWARDS

- Dean's List, University of Pennsylvania, 2025
- First Place, Engineering Design Competition, 2024

CERTIFICATIONS

- OSHA 30-Hour Construction Safety Certification 📅 2025
- Microsoft Office Specialist (Excel) 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Engineering Student Society, 2023 – Present
- Volunteer, Habitat for Humanity, 2023 – Present

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST