

Drew Thomas Parker White

Education

BACHELORS OF SCIENCE – BUSINESS ADMINISTRATION

Stevenson University - Stevenson, MD

August 2011 – May 2014

ASSOCIATES OF APPLIED SCIENCE – CRIMINAL JUSTICE

Harford Community College - Bel Air, MD

August 2008 – May 2010

Professional Experience

FACCHINA SPECIALTY SERVICES, INC. (LA PLATA, MD)

PROJECT ENGINEER, September 2011 - Present.

- Support the Project Manager, Superintendent or other management roles in the construction process throughout all phases of a project.
- Create, update and maintain a variety of project controls that track the status of: individual projects, changes to projects, handling the work flow of RFI's, processing shop drawings and submittals, matters involving quality controls, document control, safety, financial performance, estimating, scheduling and close-out or other aspects of the project(s).
- Work with subcontractors and suppliers to create, review and process shop drawings and other submittals that are required to document the construction process.
- Support the management process by updating logs, routing source documents to vendors, obtaining pricing, developing estimates and proposals, writing change orders and other related activities.
- Support the estimating process by performing quantity surveys to summarize scope and quantities of work.
- Support the Project Manager in subcontracts and purchase orders as well as establish, monitor, communicate and maintain project schedules.
- Participate in managing activities that are related to project closeout to ensure timely completion.
- Process and authorize Invoice payment for Subcontractors and Suppliers.
- Participate in weekly staff meetings and industry networking functions.
- Maintain and collect project data and progress to present in monthly, quarterly, and yearly progress reports.
- Maintain and process Security Access and Clearance Authorization.
- Worked on several projects ranging in value from \$250,000 to \$2.6 million.

Professional Experience - Cont.

FACCHINA CONSTRUCTION COMPANY – BALTIMORE DIVISION (GLEN BURNIE, MD)

EQUIPMENT & MECHANICAL COORDINATOR, May 2009 – August 2011.

- Managed a staff of 10 from the Mechanical & Fuel Department for the \$500 million Inter County Connector contract (ICC).
- Supervised and generated daily expenditures, equipment repair spreadsheets, invoices, work orders, supply and material requests and inventory.
- Tracked the utilization of project equipment.
- Prepared and scheduled equipment preventative maintenance services.
- Inspected quality of service and maintenance of project equipment.
- Oversaw construction equipment compliance with DOT and OSHA codes and ordinances.
- Monitored budget and crew costs of the Mechanical & Fuel Department on the ICC.
- Maintained timely and reliable communication with all of the Project Managers, Superintendents and Sub-contractors.
- Attended weekly and monthly construction planning and projection meetings.
- Adhered and sustained a safe work environment for the Mechanical & Fuel Department on the ICC.

Additional Experience

HARFORD COMMUNITY COLLEGE – (BEL AIR, MD)

THOMAS RUN PARK COORDINATOR , SEPTEMBER 2006 – MAY 2010

- Supervised and scheduled several programs, leagues and daily activities of the recreation complex and fields.
- Coordinated with league coaches and officials with league updates.
- Managed monthly employee schedule and payroll.
- Assisted in the management of financial operations for leagues and programs.
- Provided support to patrons through outstanding customer service.

Skills & Proficiencies

- MS Word, MS Excel, MS Outlook
- Social Media
- Print and Electronic Research
- Prolog Manager/Converge
- Invoice Router
- First Aid & CPR Certified
- OSHA 30 Hour Certified
- Medical Certified DOT
- Government Security Clearance
- TWIC

