

GJON TOMAJ

📍 5 Trinity Way, Lagrangeville, New York 12540 ☎ 914.582.5044 ✉ gjon.tomaj@gmail.com

PROJECT ENGINEER | OFFICE ENGINEER | FIELD ENGINEER

QUALIFICATIONS PROFILE

Dedicated, proactive, and goal-oriented professional powered with solid knowledge in engineering encompassing project management, administrative functions, and onsite operations. Interested in pursuing a career in construction management field to further utilize and hone the skills acquired from hands-on experience. Demonstrate expertise in drafting various engineering-related documents while maintaining data accuracy and integrity. Exhibit strong capability in collaborating with all professional levels to ensure work completion within specifications and timeframe. Possess exceptional ability in interfacing with diverse people to convey organizational mission and objectives; bilingual in Albanian and English.

EDUCATION

BACHELOR OF ARCHITECTURAL ENGINEERING WITH FOCUS ON CONSTRUCTION MANAGEMENT

IN PROGRESS (EXPECTED COMPLETION DATE: MAY 2014)

Pennsylvania State University, University Park, PA

RELEVANT EXPERIENCE

Wohlsen Construction Company

PROJECT ENGINEER INTERN, NEW CASTLE, DE

2013

Mary J. Drexel Home Project – Assisted Living Addition Project ▪ Bala Cynwyd, PA

- Handled various office and onsite responsibilities while accomplishing project-related tasks.
- Assumed full responsibility in preparing submittals and requests for information (RFIs), change orders, and punch lists.
- Organized pre-installation meetings, estimated work, drafted scope for mansion renovation, and expertly oversaw the site operations while ensuring compliance with safety regulations.
- Observed proper implementation of schedule by coordinating with designated personnel on activities, purchase orders, and material tracking log.
- Maintained efficient communication with subcontractors to ensure comprehensive and timely exchange of information.
- Guaranteed data accuracy and integrity in maintaining project files.
- Participated in owner and subcontractor meetings.
- *Played a pivotal role in the completion of 100-year-old mansion renovation project by actively estimating and preparing project scope and corresponding prices.*

PROJECT ENGINEER INTERN, LANCASTER, PA

2012

Christ's Homes at Shepherd's Crossing Project – Senior Living Complex ▪ Warminster, PA

- Collaborated with engineers and other professionals while working on the project site.
- Held responsible for submittals and RFI preparations, along with material log tracking and log maintenance.
- Carried out various administrative tasks such as documentation and distribution of meeting minutes, management of close out documents, and issuance of operations and maintenance (O&M) manuals to the owner.
- Took part in the punch list processes and building information modeling (BIM) clash detection webinars.
- *Expertly managed the construction of exterior system mockup that resulted in the successful completion through coordination with subcontractor and adherence to appropriate engineering procedures.*

OTHER EXPERIENCE

Arben Landmark Properties, Pleasant Valley, NY

MAINTENANCE

2006–2012

Little Jozef's Gourmet Pizza, Hopewell Junction, NY

MANAGER

2006–2012

Penn State Student Programs and Services / Penn State Admissions, Scranton, PA

WORK STUDY

2009–2010

PROFESSIONAL DEVELOPMENT

Green Building Education Services (GBES) | LEED Green Associate Examination (In Progress)

ACTIVITIES

Member, Student Chapter of Partnership for Achieving Construction Excellence (S:PACE): 2012–Present

Mentor Member, Student Society of Architectural Engineers (SSAE): 2010–Present

Member, The USGBC Penn State Student Chapter: 2012–Present

AWARDS AND HONORS

Clarke Construction Group, Charles Merica Memorial Scholarship: 2013 and 2014

National Honor Society and Honor Roll: 2008–2009 | National Young Leaders Conference (NYLC): 2008

TECHNICAL ACUMEN

Microsoft Office Suite (Word, Excel, PowerPoint) | Microsoft Project | AutoCAD | Autodesk Revit | Autodesk Navisworks | Autodesk 3DS Max | CMiC | Adobe Photoshop | Adobe Dreamweaver | Adobe Acrobat | Primavera Scheduling