

# Nicholas Paul Errico

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## SUMMARY OF QUALIFICATIONS

- Strong Analytical skills
- Skilled attention to detail with the capacity to multitask
- Excellent communication skills with ability to maintain client relations
- Proficient in Microsoft Office, Timberline, Primavera, Adobe Acrobat, and Revit.

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## EDUCATION

### THE PENNSYLVANIA STATE UNIVERSITY

College of Engineering – Pursuing Bachelors of Architectural Engineering  
Option- Construction Management

University Park, PA  
May 2015

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## EXPERIENCE

### Adelhardt Construction Corp.

May 2013 – August 2013

Internship

New York, NY

- Coordinate the completion of all closeout procedures and documents
- Manage and Update multiple submittal logs for Citibank and J.P Morgan Chases projects
- Aid in the overall project bid process while communicating with subcontractors / architect / engineer to ensure comprehensive and competitive pricing.
- Consult with clients to prepare structured budget analysis and assess risk for future projects.
- Worked to address issues in project scheduling, quality control, risk aversion and value engineering.

### Holt Construction Corp.

May 2012 – August 2012

Internship

Suffern, NY

- Responsible for assisting project managers in the construction phase of multimillion-dollar Hospital Renovation.
- Helped negotiate contractual arrangements with subcontractors on various projects.
- Facilitated problems arising with the general contractor, architect, and subcontractors
- Aided in consulting with clients to prepare cost impact statements
- Assisted in contacting material manufacturers for large purchase orders
- Contributed in the coordination of multiple phases of construction to provide timely and cost effective completion of projects.

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## RELATED WORK

### Sigma Alpha Mu Fraternity

November 2010- present

- Vice President of Thon Dance Marathon- led fraternity to raise \$120,000 as part of the world's largest student run philanthropy.
- Vice President of Event Planning- organized weekly events and helped allocate and manage an \$85,000 annual budget.

### Student Society of Architectural Engineering

August 2011-present

- Provide valuable communication means between students and professionals in the field.
- Promote quality knowledge regarding the profession of Architectural Engineering.

### Artistic Design and Modeling course

October 2009- April 2010

- Gained knowledge in sketching, shading, and schematic design
- Constructed models and formed blueprint drawings of complex structures
- Created a fully developed portfolio showcasing a wide range of artistic abilities

### Future Business Leaders of America

September 2008- June 2010

- Practiced and learned essential money management skills
- Developed occupational goals