

Elham Ebrahimiasl

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OBJECTIVE

Seeking an intern position in your company that will allow me to utilize my education, skills, and expertise

SKILLS SUMMARY & ATTRIBUTES

4 years experience in construction & 7 years in graphic design.

Communication skills. Management skills. Time Management. Organizational skills. Mentoring and training expertise. Ethical and Honest. Passionate about work.

EDUCATION

CSUN – Construction Management	08/2021 - Present
Saddleback College – Associate of Art	08/2017 - 05/2021
Tehran - AA of Graphic Design	08/2006 - 05/2009

WORK EXPERIENCE

Engineering Field

ArHome Renovation Company – Owner 01/2021 - Present

Duties include: Stay connected with clients through their projects and keeping track of their projects. Design, schedule, budget, documentation, monitoring, and maintenance tasks in a timely manner.

Noor CM Services Company – PE Assistant & SSHO 10/2018 - 11/2020

Minor MILCON Projects, Fort Hunter Liggett, CA (\$11.3 M, Project Engineer Assistant & 2nd SSHO)

Repair & Improve Medical Battalion HQ Bldg 22164, MCB, Camp Pendleton, CA (\$5.7 M, Assistant SSHO)

PEA Duties: Assisting CM with progress of construction, coordinating and monitoring activities of contractors/subs, engineers, architects, and related performing entities.

SSHO Duties: Implemented remedial steps via hazard reduction, training, documentation, OSHA reporting requirements, and PPE use.

Non-Engineering Field

HomeDepot – Cashier 10/2016 - 09/2017

Duties include: Operating cash registers and entering consumer purchases into the store's POS system. Assist consumers in locating products and in processing returns for their purchases.

Farvahar Travel Agency – Owner & Agent - Turkey 02/2015 - 07/2017

Duties include: Selling transportation, lodging, and admission to entertainment activities to individuals and groups planning trips. Offer advice on destinations, plan trip itineraries and make travel arrangements for clients.

Veridj Construction Company – GD & Photographer - Iran 12/2009 - 07/2014

Duties include: Using computer software, designing the entire arrangement and production of ads, brochures, publications, and business reports, amongst other materials.

Anabasis Travel Services – Sales Manager 05/2001 - 11/2009

Duties include: Providing guidance, training and mentorship. Setting sales quotas and goals for my team and creating sales plans and guiding them through the progress. Analyzing data, assigning sales territories and building my team.

CERTIFICATIONS, AWARDS & ACHIEVEMENTS

U.S.A.C.E. CQMC, FFCP, EM-385-1-1, OSHA 30-Hour & 40-Hour Hazwoper, CPR, ECATTS, Level I Antiterrorism, Confined Space Supervisor, Excavation & Trenching CP, Scaffolding Safety CP, Asbestos Safety CP, Crystalline Silica Safety, Cranes & Derricks, Laser Safety Training, PPE, etc.

TECHNICAL SKILLS

Revit, RMS, Photoshop, MS Word, Excel, Powerpoint, Corel Draw, and Lightroom.

References are available upon request.