

Margaret T. Caplice

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Home Address
4045 Clausen Ave.
Western Springs, IL 60558

Campus Address
1528 Paul W. Bryant Drive
Tuscaloosa, AL 35401

EDUCATION

University of Alabama, College of Engineering

Tuscaloosa, AL

- Bachelor of Science in Civil Engineering, Minor in Construction Engineering, Anticipated graduation 2020
 - Master of Science in Civil Engineering, Anticipated graduation 2021 (conditionally accepted into Graduate School of Engineering)
 - Master of Business Administration, Anticipated graduation 2021 (conditionally accepted into the Manderson Graduate School of Business)
 - Junior standing
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RELATED EXPERIENCE

Swinerton Builders Construction Atlanta, GA

May, 2018 - August, 2018

Civil Engineer Summer Intern

- Assisted with project management (pre-construction, execution, tracking, and closeout) for multiple projects across functional teams.
- Solicited and managed subcontractor cost info for pre-con bids related to a new airport ground support facility design for a major airline.
- Performed project monitoring (progress, tasks, and costs) to prevent scope creep on projects.
- Assisted project management team with project closeout related work and document management for a newly built storage facility.
- Used AutoCAD, Bluebeam, and Excel extensively to track construction progress and insure that deliverables met contract specifications.
- Proposed the concept of a milestone "bell" to motivate staff members which is being implemented in the Atlanta office by the end of 2018.

K-Plus Engineering Services, LLC Hinsdale, IL

May, 2017 – August, 2017

Summer Intern

May, 2016 – August, 2016

- Updated work plans using AutoCAD.
 - Maintained accounting records for the company including client invoices, client payments, vendor payables and company financial reports.
 - Made routine follow-up calls to customers following completion of projects to solicit feedback and gauge customer satisfaction.
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LEADERSHIP EXPERIENCE

- Track & Field Team - 4 years (Captain – 2yrs., MVP, VIP, 4 time State qualifier, 2nd in State (2017), 9th in State (2016))
 - St. John of the Cross Kairos Retreat Leader & Presenter (May, 2016 - May, 2017)
 - Business Professionals of America – Parliamentary Procedures team (President – 2 yrs., 3rd in State (2015), 5th in State (2016))
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OTHER WORK EXPERIENCE

University of Alabama, Psychology Department Tuscaloosa, AL

August, 2017 - present

Office Assistant

- Assist with office related duties including answering telephones, guiding visitors, etc.
- Scan, file, and maintain electronic documents for efficient storage and retrieval.

St. John of the Cross Church Western Springs, IL

January, 2013 – July, 2017

Sacristan

- Prepared the church for Mass (hosts, wine, candles, readings, opening and closing of building, etc.).
 - Worked as a team in solving any spur-of-the-moment problems (senior citizens becoming ill, missing priests, missing servers, etc.).
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COMMUNITY INVOLVEMENT

- Swinerton Care Crew Event at Camp Twin Lakes (July, 2018)
 - Outreach and philanthropy events through sorority (August, 2017 – present)
 - St. Francis of Assisi University Parish, parishioner (August, 2017 – present)
 - Kairos Group Leader (May, 2016 – May, 2017)
 - St. John of the Cross Work Tour Ministry Volunteer (June, 2016)
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HONORS AND AWARDS

- University of Alabama Honors College
- Member of Mu Alpha Theta (National Math Honors Society)
- Member of National Spanish Honors Society
- Community Life Award from the Archdiocese of Chicago

SCHOLARSHIPS

- University of Alabama Presidential
 - University of Alabama Engineering Department
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EXTRA-CURRICULAR ACTIVITIES

- American Society of Civil Engineers (ASCE)
- Society of Woman Engineers (SWE)
- STEM Pathway to MBA networking events
- Sorority

SOFTWARE SKILLS

- AutoCAD / Revit
- Bluebeam / BIM 360
- Microsoft Office Suite / Adobe Programs
- QuickBooks / C Programming Language