

# JACOB A. NAU

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I would like the opportunity to obtain an internship that will enable me to use my strong personal skills, which have been effective in building strong business/personal relationships, solid time management and the ability to be productive within a single or team setting.

## EXPERIENCE

**MARCH 2018 – PRESENT** (WHEN NOT ATTENDING UNIVERSITY)

**ASSISTANT PM / GM**, KANE CONSTRUCTION GROUP & ASSOC.-CHICAGO, IL

Assists the Project Manager in all phases and aspects of a project. This includes: reviewing plans, bid and contract prior to the project starting, project set-up, operational excellence, relationship management between our internal/external staff, general contractors and vendors, attention to detail and safety as well as demonstrates the ability to make decisions. While assisting the general manager I have reviewed and executed payroll for 25 employees, managed accounts payable and receivable, typed bids to general contractors, answered phones, filed and handled all data entry.

**OCTOBER 2017 – MARCH 2018** (WHILE COMPLETING JR. HOCKEY)

**SERVICE VALET**, MERCEDES-BENZ OF HANOVER, MA

Needed to have strong personal skills due to the direct contract with clients as well as an impeccable driving record. I managed the service key inventory, retrieved cars for technicians, drove high end vehicles to clients throughout Boston, kept service line organized as well as reported directly to the Service Manager.

**JUNE 2015 – MARCH 2018** (WHEN NOT ATTENDING UNIVERSITY)

**COMMERCIAL CARPENTER APPRENTICE**, KANE CONSTRUCTION GROUP & ASSOC.-CHICAGO, IL

Managed organization of the warehouse, ran all large and small construction equipment, loaded and unloaded materials for projects, drove to pick up and drop off materials at jobsites, assisted carpenters in varying tasks on jobsites, clean up of jobsites and performed basic maintenance on all construction equipment / vehicles.

## EDUCATION

**AUGUST 2018-IN PROCESS**

**BS IN FINANCE**, UNIVERSITY OF ALABAMA-TUSCALOOSA, AL

**SEPTEMBER 2017-MARCH 2018**

**GENERAL COURSE WORK**, QUINCY COLLEGE-PLYMOUTH, MA GPA: 4.0

**AUGUST 2013-JUNE 2017**

**PREP SCHOOL-ALL HONOR COURSES**, GILMOUR ACADEMY-OHIO & THE HILL ACADEMY-CANADA GPA: 3.6

## SKILLS

- Strong personal skills
- Accurate typed and written skills
- Effective time management / organization
- Adapts easily to change in duties per day

## ACTIVITIES

Volunteering is very important to me. I have volunteered for the Northern Illinois Food Bank as well as several youth hockey camps. I am also very dedicated to the sport of hockey. I am currently a centerman for the University of Alabama ice hockey team. Prior to attending this university, I travelled all over North America for hockey and have attended two respected preparatory schools in America and Canada as well as attended Quincy College in Boston while playing the sport.