

# James R. Martin

505 Hickory Dr.  
Greensburg, PA 15601  
Cell Phone (724) 562-2618

E-mail [jrm400@comcast.net](mailto:jrm400@comcast.net)

**Education** 2003 – 2004 Pennsylvania State  
University

Two semesters towards a B/S in Structural Design and Construction  
Management

2001 – 2003 Pennsylvania State University

Completed Associate degree in Architectural Engineering Technology

## Work experience

December 2007- February 2010 Siemens Energy

### Field Services/Assistant Site Construction Manager

- Completed formatted reports from visual inspections, hand written field notes, verbal information, and site photos.
- Assist site Construction Manager with day to day operations, organize files, complete daily reports for project managers/engineers, site inspection, record daily meeting notes, project delays, and subcontractor issues for ongoing project installing/retrofitting a New Wet Flue Gas Desulphurization Unit (FGD) for a coal fired powered plant.
- Research, price and order supplemental material for onsite subcontractor as needed to rectify errors/omissions pertaining to the erection drawings for maintaining the present work schedule.
- Organize and maintain supplemental material on site for distribution to sub contractor as needed for corrections to engineering oversights and/or material fabrication errors.
- Maintained receiving and distributing of all documentation from sub contractor to home office.
- Maintain and complete punch list activities for job completion.

February 2007– September 2007

Classic Conveyor Components Corp. Blairsville, Pa

### Designer/Project Manager

- Design, Sketch, and Draft components needed for installing new and/or retrofitting of material handling structures.
- Manage all aspects of complete projects.
- Manage Detailers
- Obtain preliminary information from existing structures to retrofit new parts via photos, hand sketches, and “As-Built” drawings.

March 2005 - Jan. 2006

Steele Construction, LLC. Stahlstown, PA

**Job Site Supervisor – Residential Contracting**

- Responsible for directing workload – four person crew
- Interpreted blueprints for home construction
- Scheduled sub-contractors for completion including HVAC & insulation
- Complete material take-offs
- Design/draft blueprints for new home construction & additions

Feb. 2004 – Mar 2005

Sleighter Engineering Uniontown, PA

**Designer/Drafter of Civil and Architectural Projects**

- Converted ideas & projects into working drawings
- Worked independently on respective assigned projects
- Assisted Engineer with surveying stakeout duties

**Skills**

Interpret and understand blueprints  
Manage tasks independently  
Manage daily work flow of direct reports  
Maintain project deadlines  
Material takeoffs  
Knowledgeable in nearly every aspect of residential construction  
Knowledgeable in many aspects of mechanical drafting and design  
Knowledgeable of Union standards and functions.  
AutoCad/AutoDesk 2008  
Fundamentals of AutoDesk Inventor 2008  
Microsoft Office Product knowledge, e-mail & Internet applications  
Estimate, perform, and complete personal jobs independently

**Certifications**

OSHA 30 hour safety training  
ACI – Concrete Field Testing Technician – Grade 1

**Volunteer Work**

Volunteer fireman (1991-96)  
Youth soccer coach (2000-2003)  
Toys for Tots (2006-present)

**References**

Professional and Personal references provided upon request