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|  | 🞂Caley M. Grasso  67 Capitol Place  Rensselaer, NY 12144  Phone: 518-380-8162  E-mail: [caleygrasso@gmail.com](mailto:caleygrasso@gmail.com) |

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|  | Objective  To obtain a position in the field of Civil Engineering.  Summary of Qualifications   * Field inspection of construction contracts. * On-site soil and concrete testing. * Knowledgeable in use of surveying equipment and techniques including Total Station, leveling, and documentation. * Plotting survey data including contour mapping. * AutoCAD experience. * Synchro programming experience. * Proficient in Microsoft Word, Power Point, Excel, and Outlook. * An independent and resourceful problem solver with excellent organizational skills. * A competent team leader prepared to complete any required task. * Ability to remain focused and self-directed in a fast paced work environment while dealing with conflicting demands. * Strong interpersonal and written communication skills. * Leadership skills acquired through team sports and Girl Scouts.   Experience  **Transportation Construction Inspector (TCI)**  N.Y.S. Department of Transportation - Albany, NY (Region 1) *May 2017-August 2018*   * Field Inspection of bridge and highway elements, including concrete, bridge superstructures and substructures, asphalt paving, earthwork, bridge painting, and safety inspections. * SiteManager and Daily Work Reports. * Plant Inspection of Portland Cement Concrete for the Materials Bureau. * Conduct compaction and soil tests.   **Sandwich Artist**  Subway, Rensselaer, NY *May 2013-August 2016*   * Opened and closed store. * Baked sandwich bread and cookies daily. * Prepared submarine sandwiches and checked-out customers using cash register. * Unloaded delivery truck and rotated food in refrigerator and freezer. * Stocked various bottled drinks and pre-packaged food as per company rotation policy. * Maintained cleanliness of the store.   Education  SUNY Polytechnic Institute (Utica), Marcy, NY *August 2015-May 2019*  Bachelor of Science in Civil Engineering.  Columbia High School, East Greenbush, NY *September 2011-June 2015*  Advanced Regents Diploma.  Graduated Magna Cum Laude.  Member of National Honors Society.  **Extracurricular Activities**   * *August 2015-November 2018* - SUNY Polytechnic Women’s Cross Country * *August 2015-November 2018* - SUNY Student-Athlete Advisory Committee * *2012-*2015 - Columbia High School Women’s Outdoor Track. * *2011-2015 -* Columbia High School Women’s Indoor Track. * *2004-*2015 - Girl Scouts. * *2004-2015 –* Dancer at Isabelle’s School of Dance.   **Achievements**   * *2015-2018* - Dean’s List. * *2018* - SUNY Polytechnic Institute Cross Country Team Division 3, NEAC Champions. * *2018* - SUNY Polytechnic Institute Cross Country Team Captain. * *2015-2016* - SUNY Polytechnic Institute Cross Country MVP. * *2015-2019* - SUNY Academic Progressive Scholarship recipient. * *2015-2019* - N.Y.S. STEM Scholarship recipient. * *2015* – Girl Scout Silver Award Recipient. |

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