

STEPHAN MONPREMIER

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EDUCATION

Bachelor of Science in Civil Engineering

August 2018

University at Buffalo, The State University of New York

Relevant Coursework: Hydraulics and Hydrology, Fluid Mechanics, Project Management, Structural Analysis and Design

SOFTWARE

Autodesk Revit & AutoCAD, Vissim, Synchro, Microsoft Office

ENGINEERING PROJECTS

Small Office Project Management, University at Buffalo

Spring 2018

- Identified appropriate contract type for construction of small office.
- Used "Critical Path Method" to schedule and "Project Monitoring and Control" to monitor project.
- Created "What if" scenario to see how delays would affect project.

CAD Building Modeling, University at Buffalo

Winter 2017

- Read and reviewed specifications to make sure the proper information was included in drawing.
- Drafted detailed drawings of building's structures using Autodesk Revit.

Design of Highway, University at Buffalo

Spring 2018

- Created vertical and horizontal alignments using Microstation.
- Confirmed that designs conformed with highway design specifications.

WORK EXPERIENCE

Computing Site Consultant, Public Site

January 2017 – May 2017

- Provided customer service to students about printing and other computing and application issues.
- Maintained service desk requirements by serving students fast and accurately.
- Inventoried and maintained site supplies within specified limits.

Financial Specialist, Center One

May 2016 – August 2016

- Assisted customers in creating and managing their accounts.
- Educated customers on services and processes offered by Center One.
- Obtained confidential financial information and provided helpful guidance to manage customer accounts.

Backroom Team Member, Target

October 2012 – February 2015

- Ensured accuracy of inventory coming in and out of backroom.
- Retrieved shopping carts under diverse weather conditions.
- Substituted for sales associate and cashier to meet occasional high store demands.

Ebay Market Place Seller, eBay.com

May 2015 - Present

- Assess market trends and gather information to make sure product would sell.
- Improve merchandising and advertising strategies.
- Create product description and listing information.
- Determine and set product prices for optimal profits.
- Correspond with customers via e-mail to address questions or complaints about orders, products or shipping methods.

LEADERSHIP

President, Flickinger and Creeside Apartment Council

October 2017 – May 2018

- Advocated for students residing in both apartment complexes.
- Scheduled, plan, and conduct council meetings.
- Established agendas with input from the council, apartments, and advisors.
- Insured all council events and decisions are within University at Buffalo guidelines and policies.
- Assigned tasks to other Executive Board members and managed execution.
- Lead Executive Board & General body meetings.