

Jeffrey Garcia

Ontario, CA 91762 (626) 922-1922 ♦ jeffreyg3@cpp.edu

Education:

Bachelor of Science: Civil Engineering, Expected in 05/2022
California State Polytechnic University, Pomona - Pomona, CA
GPA 3.5

TECHNICAL SKILLS:

Bluebeam | Beck Destini | Kahua | On-Screen Takeoff 3 | BIM 360 | Office 365 | SAP 2000 | Analyzing Geotechnical Reports | Fieldwire | Building Connected | Google Workspace

SKILLS:

- Problem Solver
- Willingness to Learn
- Adaptability
- Resilient
- Public Speaking
- Leadership
- Fluent Spanish Speaker
- Positive Attitude

Experience:

Clark Construction Group, LLC – Irvine, CA
Summer Associate

May 2021 - August 2021

- **Project Development-** Scoped out and provided preliminary evaluations of subcontractor bids, performed quantity takeoffs, and created a project estimate. *Projects:* Marina Del Rey Hospital, Menifee Justice Center
- **Project Management-** Managed Partition Subcontractors by creating RFI's and Submittals on Kahua. Reached out to Subcontractors to arrange warranty issues/plans. *Projects:* Orange County Museum of Art, GSE Disney Avengers Campus
- **Field Engineering/Supervision-** Maintained the Project file by uploading and organizing RFIs and Submittals to Fieldwire. Conducted daily Safety Orientation to new foreman to emphasize quality of work and safety. *Project:* Orange County Museum of Art

Educational Talent Search CPP (Tutor) – Chino, CA
Educational Assistant

June 2018- Present

- Used behavior modeling and specialized teaching techniques to share and reinforce social skills
- Oversaw groups of up to 60 students at school and off-site locations, maintaining optimal safety and security
- Partnered with teacher to plan and implement lessons following school's curriculum, goals, objectives, and philosophies
- Virtually Assisted students in acquiring better understanding of targeted weak areas within a subject or a subject.

The Home Depot – Ontario, Ca
Tool Rental Sales Associate

January 2021- July 2021

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and close rental contracts for the contractor's construction projects.
- Clean, lift, and maintain tools following company safety policies and standards to create a safe work environment.
- Assisted customers to appropriate tool to complete their desired project.

Academic Projects:

Undergraduate Research- Cal Poly Pomona, CA
Team Member

November 2019 – February 2021

- Understand current issues such as urban heat island effect
- Collect imagery from various pervious and impervious surfaces using a FLIR C3 sensor
- Monitor pervious and impervious surfaces to understand their temporal behavior

Leadership:

Hermanos Unidos- Cal Poly Pomona, CA
Academic Chair

August 2019 - May 2020

- Lead, Oversee Academic performance, and provide professional advice to 80 general body members
- Organize and Construct Academic Workshops to enhance professional skills.
- Attend State Conference with 23 Universities for Latinos in Higher Education

Saint Elizabeth Ann Seton Catholic Community Church- Ontario, CA
Assistant Catechist/Youth Ministry Leader/ Volunteer

January 2016 - December 2018

- Assisted 30 high school students in strengthening their religious faith and actively participate in Youth Ministry events.
- Retreat Leader that facilitated 5 groups of 15 high school students to embrace their Catholic Faith during 3-day weekend retreats
- Hosted Youth Gatherings by engaging young adults from our community in prayer, testimonies, Gospel readings, group activities, and faith sharing for Confirmation/ First Communion Retreats.