

Molly A. Sizemore

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OBJECTIVE	To obtain a full-time mechanical engineering position beginning summer 2021	
EDUCATION	Bachelor of Architectural Engineering, ABET Accredited	GPA: 3.48/4.00
	Master of Architectural Engineering	GPA: 3.67/4.00
	The Pennsylvania State University; University Park, PA Anticipated Graduation: May 2021 Dean's List: FA17, SP18, SP19, SU19, FA19	
SKILLS & SOFTWARE	Closeout Commissioning, Submittals, Purchase Orders, Change Orders, Procure, COINS, CxAlloy, Autodesk BIM360, Adobe Photoshop, Trimble SketchUp, Oracle Latista, Newforma, Revu Bluebeam, AutoCAD, Autodesk Revit, Microsoft Office	
TECHNICAL EXPERIENCE	<i>Part-Time Mechanical Design Intern, Envinity, Inc.</i>	2019-Present
	State College, PA	
	<ul style="list-style-type: none">• Perform system and area take-offs for hospital renovation projects• Collaborate with team to analyze building energy audits for system performance enhancement• Develop better understanding of energy audit process for system improvement• Aid in coordination of Project Information Models for new hospital projects	
	<i>Operations Intern, Southland Industries</i>	Summer 2019
	Dulles, VA	
	<ul style="list-style-type: none">• Developed schematics for CRAH and CRAC systems for \$100 million data center project• Submitted product data and shop drawings for fire protection, sheet metal, pipe fitting, and plumbing trades• Established goals with project team for engineering and professional development• Attended monthly project reviews for project finances and labor feedback updates	
	<i>Project Engineering Intern, James G. Davis Construction</i>	Summer 2018
	Rockville, MD and Tysons, VA	
	<ul style="list-style-type: none">• Became OSHA 30-hour certified to uphold safety standards on job sites• Conducted project commissioning meetings between subcontractors and project client• Submitted closeout paperwork for 2 million sq. ft. Capital One Financial headquarters• Collaborated with DAVIS project team to organize punch-lists for \$480 million building completion	
WORK EXPERIENCE	<i>Teaching Assistant, Penn State Architectural Engineering Department</i>	2019-Present
	University Park, PA	
	<ul style="list-style-type: none">• Proctor exams to enforce academic integrity policies in testing environment• Review student coursework and assign grades reflective of student course progress	
	<i>Communications Assistant, Penn State Architectural Engineering Department</i>	2019-Present
	University Park, PA	
	<ul style="list-style-type: none">• Facilitate conversation on social media platforms held by the department• Serve as liaison between Department Head and Communication team to discuss goals	
	<i>Sales Associate, Old Navy, Gap Inc.</i>	2014-Present
	Hamilton, OH and State College, PA	
	<ul style="list-style-type: none">• Collaborate with a retail team of 80+ staff to review sales strategies• Facilitate exceptional customer experiences as cashier and sales floor consultant	
GLOBAL EXPERIENCE	<i>Architectural Engineering China Study Abroad</i>	May 2019
	China, Hong Kong, & Macau	
	<ul style="list-style-type: none">• Explored historical and modern Chinese approach to architecture and engineering• Designed a proposal for a Hong Kong subway station and community center	
LEADERSHIP & INVOLVEMENT	<i>Engineering Ambassador, Penn State Engineering Ambassadors</i>	2019-Present
	<i>President, Penn State Chapter of Mechanical Contractors Association of America</i>	2019-Present
	<i>Webmaster, Penn State ASHRAE</i>	2019-Present
	<i>Career Envoy, Penn State Career Resources & Employer Relations</i>	2018-Present
	<i>Lead Envoy, Penn State Women in Engineering Program Orientation</i>	Summer 2019
	<i>Mentor, Penn State Women in Engineering Program</i>	2018-2019
	<i>President, Penn State Engineering House</i>	2018-2019