

David Brown Jr

Well-versed Project Manager with MBA



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WORK EXPERIENCE

Project Manager / Engineering Manager | [Master Woodcraft Corporation](#) | Washington, PA | From Feb 2009 to present

Produced shop drawings using AutoCAD • Check subordinate drawings • Project coordination • Project management

Prepare project estimates • Prepare takeoffs • Prepare submittal packages • Prepare preliminary budgets

Evaluate project costs • Request proposals from vendors • Request for information • Coordinate on-site work

Prepare LEED Documentation • Lead the FSC program for office • Outsource shop drawings • Prepare change orders

Owner / Drafter | [Dynamic Drafting Services](#) | Washington, PA | From Mar 2008 to Sep 2012

Dynamic Drafting Services was a subcontractor that prepared shop drawings for architectural woodwork

companies. I owned the business and prepared all the drawings. I worked with about ten separate customers and

operated this business in the evenings and on weekends while I also had a full-time job during the week. I

discontinued this business after I returned to school in 2013 to pursue my Master's degree.

Draftsman | [Allegheny Millwork](#) | Lawrence, PA | From Feb 2008 to Feb 2009

Produced submittal casework drawings using AutoCAD • Determined project scope/requirements • Evaluated specifications

Reviewed quotations, takeoffs, and architectural drawings • Submitted RFIs to project management and customers

Met with sales, estimating, and project management to coordinate information • Assisted shop employees with problemsolving

Drafter / Jr. Engineer | [The Anthony Galluzzo Corporation](#) | Londonderry, NH | From Mar 2007 to Feb 2008

Produced submittal casework drawings using AutoCAD • Determined project scope/requirements • Evaluated specifications

Reviewed quotations, takeoffs, and architectural drawings • Submitted RFIs to project management and customers

Met with sales, estimating, and project management to coordinate information • Assisted shop employees with problemsolving

Drafter / Detailer | [PolyVision Corporation](#) | Dixonville, PA | From Nov 2000 to Feb 2007

Produced submittal casework drawings using AutoCAD • Determined project scope/requirements • Evaluated specifications

Reviewed quotations, takeoffs, and architectural drawings • Submitted RFIs to project management and customers

Met with sales, estimating, and project management to coordinate information • Released drawings to shop for fabrication

Created cut lists and edgebanding reports, material and hardware summary reports • Produced DXF files for CNC machining

Assisted shop employees with fabrication questions and problem-solving • Pulled stock from inventory and issued purchase

orders

EDUCATION

[Southern New Hampshire University](http://www.snhu.edu) | <http://www.snhu.edu> | New Hampshire / Online | From Sep 2012 to Oct 2016

Area of Study/Major: Master of Business Administration in Project Management

Cumulative GPA: 3.9

DeVry University | <http://www.devry.edu> | Illinois / Online | From Sep 2005 to Oct 2007

Area of Study/Major: Bachelor of Science in Technical Management

Cumulative GPA: 3.9

ITT Technical Institute | <http://itt-tech.info> | Pennsylvania | From Sep 1999 to Sep 2001

Area of Study/Major: Associate in Specialized Technology Degree in Computer-Aided Drafting

Cumulative GPA: 3.8

SKILLS

- AutoCAD Proficiency: Expert
- Wordpress Proficiency: Advanced
- HTML Proficiency: Proficient
- CSS Proficiency: Basic Knowledge
- Javascript Proficiency: Basic Knowledge
- Microsoft Word Proficiency: Advanced
- Microsoft Excel Proficiency: Advanced
- Microsoft Project Proficiency: Proficient
- Smartsheet Proficiency: Proficient
- Photoshop Proficiency: Basic Knowledge

LANGUAGES

- English Proficiency: Fluent

EXPERT SKILLS TESTS RESULTS

Name of Test	Score	Percentile	Date Taken	Average
Computer Skills Test	95%	99%	09/08/2016	61%
Email Etiquette Certification	82%	73%	11/12/2016	71%
Management Skills Test	80%	97%	11/07/2016	48%

CERTIFICATIONS & MEMBERSHIPS

- Foundations of Programming
- Programming Fundamentals in the Real World
- Web Design Fundamentals
- HTML Essential Training
- Wordpress Essential Training

HONORS & AWARDS

- The National Society of Leadership and Success

JOB SEARCH DETAILS

- **Categories of Interest:** Administrative, Business Consultant, Entrepreneurial, Startup
- **Job Types:** Freelance, Temporary
- **Schedules:** Part-Time, Flexible Schedule, Alternative Schedule
- **Level of Telecommuting:** Option for Telecommuting
- **Start Date:** Flexible
- **Availability:** Evenings, Nights, Weekends, Flexible
- **Maximum Hours/Week:** 30-40
- **Job Flexibility Preferences:** Flexible Schedule, Part-Time Schedule, Telecommuting, Freelancing Job
- **Willing to Travel:** Maybe
- **Salary & Benefits:** \$75.00 USD / Hourly
- **Career Level:** Manager
- **Highest Education Level:** Master's Degree