



### Education

Bachelor of Science, Mechanical Engineering - Old Dominion University; Norfolk, VA  
Associate of Arts  
Southeast Community College; Beatrice, NE

### Awards

Student of the Year (Southeast Community College, 2022), Dean's List (multiple semesters at Southeast Community College), Phi Theta Kappa, and National Honors Society

### Skills/Proficiencies

- AutoCAD
- Bluebeam
- Procore
- Excel
- Time Management
- Organization
- Problem-Solving
- Interpersonal Relations

**Natasha is a recent graduate with one year of experience in the construction industry. She is skilled in bid package creation, safety control, LEED, and communication and is well-versed in various software, including Bluebeam, AutoCAD, and ProCore.**

### Confidential Client, Fill-Finish Manufacturing Facility

#### *Southeast, United States*

Project Engineer for CUB, spine, manufacturing and warehouse buildings part of a \$4.1B investment for a fill-and-finish manufacturing facility. This is a large CapX project that adds 1.4M SF to the client's campus. It is designed to produce treatments for obesity and other chronic diseases. Responsible for managing submittals and RFI's, managing the constraint log, contacting trade partners with site specific requirements and LEED requirements, and working hand in hand with other project engineers to ensure uniformity across the buildings.

### Frase Construction

#### *Nebraska, United States*

Utilizing tools and machinery to effectively complete assigned construction tasks while supporting overall project progress. Followed directions closely to assist with job preparation, site readiness, task completion, and final cleanup to ensure organized and efficient work areas. Distributed materials and supplies to skilled trades to maintain productivity and workflow on the jobsite.

### Dairy Queen

#### *Nebraska, United States*

Delegated workload effectively to ensure tasks were distributed appropriately and project goals were met efficiently. Collaborated with owners and stakeholders to develop strategies aimed at improving profitability and operational efficiency. Assisted with onboarding new employees by providing training support and completing required new hire documentation. Contributed to improved customer satisfaction by promptly resolving disputes, maintaining clear and consistent communication, and always ensuring a high standard of service quality.

### Southwick Chiropractic

#### *Southeast, United States*

Maintained personnel records and updated internal databases to support accurate document management and recordkeeping. Organized workflow by effectively delegating tasks to ensure efficient operations and timely completion of responsibilities. Supported the computerization of office processes to enhance customer communication and improve tracking of records and information. Assisted in the development of strategic plans aligned with organizational goals by providing insight and contributing to planning discussions.