

RILEY MYLES

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OBJECTIVE

Self-motivated student with the ability to create new ideas to foster the goals of a company. Looking to gain an internship position to utilize my abilities and skills in ensuring efficiency and innovation



SKILLS

- Basic Electrical
- HVAC
- Basic Architectural
- Carpentry
- Landscaping
- Basic Estimating
- Leadership
- Basic CAD



EDUCATION

B.S. in Technology Management | SUNY Oswego

AUGUST 2018 – DECEMBER 2021



EXPERIENCE

Assistant Project Coordinator | SUNY Oswego - Facility Services (Major Projects)

FEBRUARY 2021 – PRESENT

- Assisting Project Coordinators with various project related tasks
- Attending project meetings and video conferencing for project related items
- Electronic organization within the project management program (eBuilder)
- Review of drawings, submittals, and other project related documentation
- Use of and learning various programs (AutoCad, Blue Beam, Windows Suite, eBuilder)

Contractors Assistant | BeKen Contracting Services

JULY 2019 – PRESENT

- Electrical
- Flooring
- Learned to operate a Skid steer
- Framing
- Landscaping
- Learned how to use different power tools
- HVAC
- Earthwork
- Built a clean room for Knowles, an electronic company
- Concrete/Stamp Crete

Grocery Associate | Green Hills Farms

NOVEMBER 2017 – MAY 2019

- Package food in accordance with New York State Food Safety standards to maintain a safe and sanitary work environment
- Arrange products in an organized fashion to provide easy customer access and product availability
- Provide excellent customer service by directing customers to products and recommending a product to best suit their needs



ACTIVITIES

President/Vice President | Newman Club

Public Relations Coordinator | The Hall Newman Center at Oswego

Volunteer | Habitat for Humanity

Volunteer | Nazareth Farm