

Phil Lucas

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Education & Qualifications

- Andover High School, Andover, MA, class of 2004
- California State University Humboldt Class of 2010 Bachelors in Industrial Engineering
- LEED Accredited Professional in Building Operations & Maintenance

Professional Experience

(04/21/2013–8/2/2013)

Jayron LLC, 100 Iron Horse Park, North Billerica, MA01862

Residential and commercial design/build firm

Project Engineer

- Provide managerial and logistical support for projects and work crews
 - Prepare, track and communicate weekly crew schedules and project timelines.
 - Convey information between foreman and management through progress reports, weekly forecasts, and meetings.
 - Manage logistic support to projects through facilitating material and equipment deliveries, subcontractor work, municipal inspections, documentation of change orders and project deviations.
- Assist in estimating and bidding activities
 - Requisition quotes from vendors and subcontractors based on project estimates
 - Create preliminary project proposals and contracts
 - Present proposals and contracts to property owners and builders

(06/14/2011 – 04/12/2013)

Cambridge Isotopes, 50 Frontage Road, Andover, MA 01810

Manufacturer of laboratory and clinical trial materials

Operations & Logistics Assistant

- Coordinate inventory activities
 - Prepare, track and communicate packaging schedules to management
 - Create work order and bulk material requisition documents for order packaging and production activities
 - Create and delegate inventory cycle counts. Rectify quantity and lot discrepancies
- Document management
 - Create and file lot QC analysis data, regulatory, chain of custody, production and material safety documents
- Coordinate quality control testing activities
 - Coordinate material sampling and prepare shipments to outside laboratories
 - Create and manage outside laboratory test requests and communicate results to quality control and production departments.

(09/2010 - 04/2011) Bear River Building Department, Loleta, CA, Project Management internship.

(04/2010 - 9/2010) Hyphae Design Lab, Oakland, CA, Project engineer summer internship.

(09/2009- 11/2010) County of Humboldt Department of Public Works, Eureka, CA, Surveyor technician.