

G o r l e s k i

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PROFESSIONAL EXPERIENCE

OCEAN AND COASTAL CONSULTANTS, INC.

20 E. Clementon Road, Suite 201 N Gibbsboro, NJ 08026

Project Engineer | Office Manager

Dates Employed: 07/2003-present

Responsible for project management oriented tasks for a wide range of engineering and design projects. Work duties included business development and marketing, developing project scopes, budgets and proposals, scheduling work tasks and personnel to meet project deadlines while monitoring and maintaining budgets, developing construction drawings and documentation, various report writing efforts and all phases of permitting. Also gained valuable experience as both field team member as well as field team leader on a wide variety of field assignments including surveys, inspections and resident engineering services. Field assignments included both daily local assignments as well as those that included travel. Office Manager responsibilities included tracking and approving employee vacation and sick time, supervising overhead office expenses and approving employee timesheets.

FRANK D. MILETO, AIA

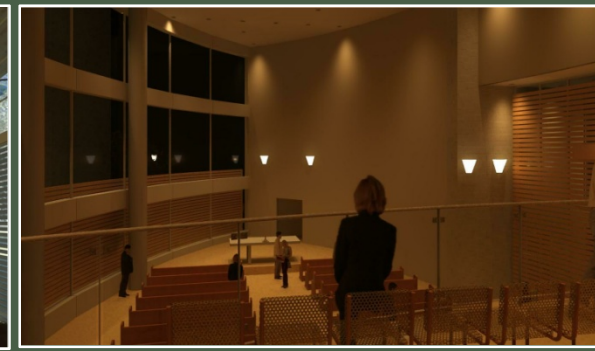
14 BEAVER BROOK DRIVE

LONG VALLEY, NJ 07853

DRAFTSMAN

Dates Employed: 11/2008-present
(part time)

Part time employee assisting in various aspects of the architectural design process including drafting as-built and design drawings, construction documents and preparation of presentation drawings.



VOLUNTEERING

CHECKING FOR CHARITY

"OUR GOAL IS TO ASSIST"

www.checkingforcharity.com

Director of Charitable Relations | Board Member

Dates Volunteering: 07/2009-present

A non-profit spawned from a group of men's league hockey players seeking to change the world through competitive hockey events. The company went from locker room idea to 501(c)3 corporation in a matter of months and raised over \$12,000 in the inaugural event and \$20,000 in its second year. The format has participating teams declare a 501(c)3 charity which they will be representing. Each team is guaranteed a percentage of the proceeds from the tournament with the opportunity to earn more towards their charity depending on how they place in the competition. By donating 100% of all proceeds to charity the company combines a passion for the great game of hockey with the passion to give something back to the community. Responsibilities include soliciting and organizing volunteers, coordinating with tournament teams and their chosen charities, assistance with marketing and sponsorships, and scheduling activities throughout the tournament weekend.

EDUCATION

DREXEL UNIVERSITY

Department of Architecture

Philadelphia, PA

B.Arch. 2013 (expected)

GPA: 3.76 out of 4.0

•Dean's List

•Member of AIAS

•Member of the Golden Key
International Society

CAMDEN COUNTY COLLEGE

Blackwood, NJ

Spring 2006

GPA: 4.0 out of 4.0

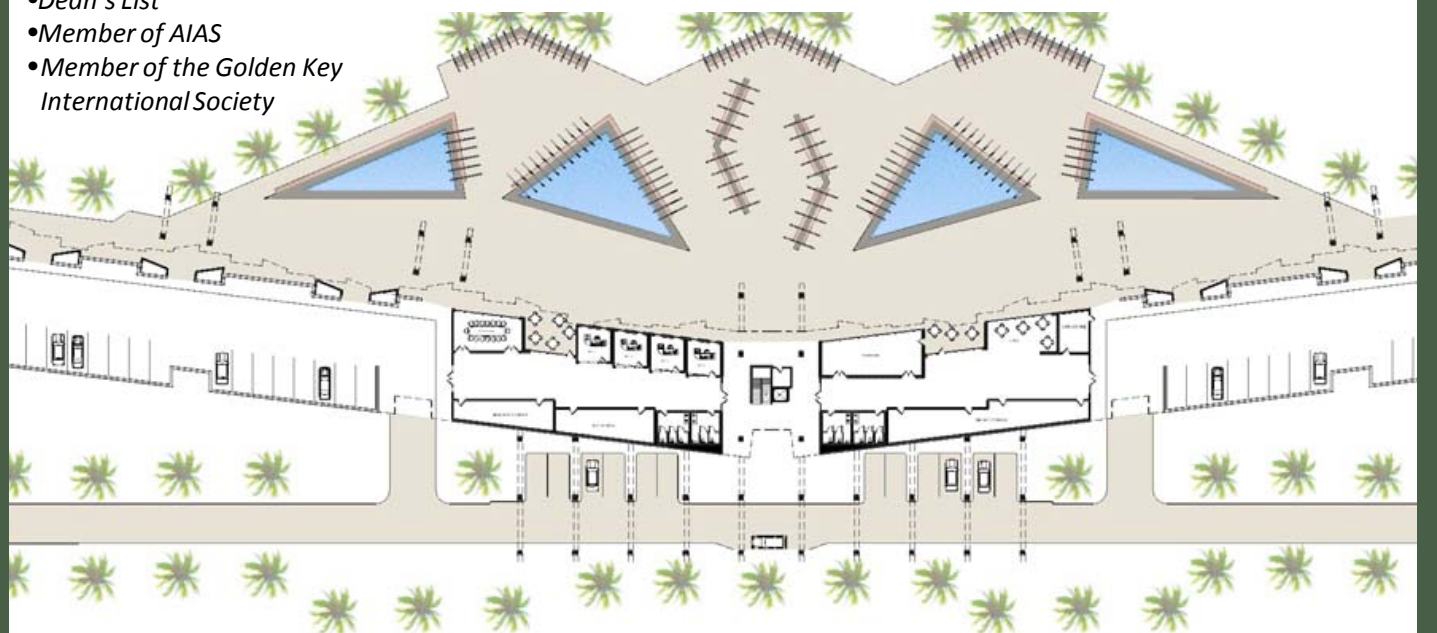
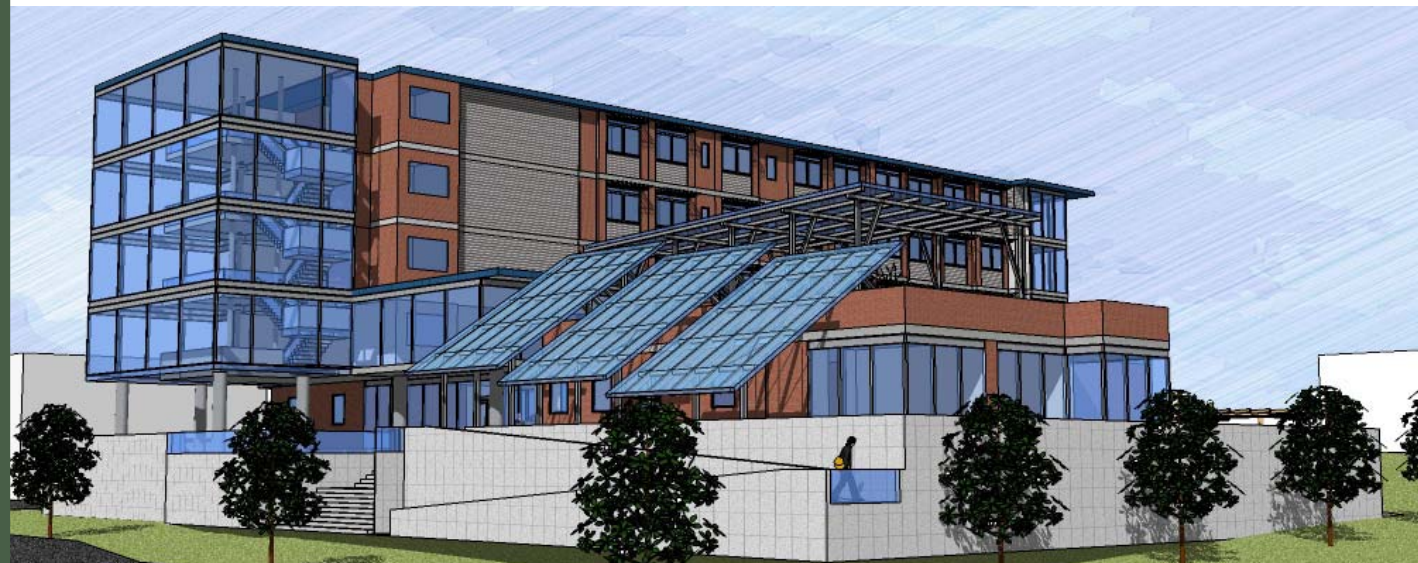
THE RICHARD STOCKTON COLLEGE OF NJ

Pomona, NJ

B.S. 2002

Major: Marine Science, Oceanography

GPA: 3.3 out of 4.0



COMPUTER SKILLS

AutoCAD | Autodesk REVIT Architecture | AutoDesk Impression | Google SketchUp | Adobe Photoshop, Dreamweaver & Illustrator | ArcGIS 9.3 | Microsoft Office Suite