

Brandan J. Carroll

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EDUCATION, CERTIFICATION, & TRAINING

Construction Management B.S.

SUNY College of Environmental Science and Forestry (ESF), Syracuse, NY

Onondaga Community College (OCC), Syracuse, NY | GPA 3.89

Expected: December 2026

Spring 2025 - Present

Spring 2023 - Fall 2024

OSHA 10-hour Certification | *SUNY Educational Opportunity Center, Syracuse, NY*

June 2023

U.S. Navy Recruit Training | *Naval Service Training Command, Great Lakes, IL*

April - June 2007

RELATED EXPERIENCE

Work-Study: Project & Administrative Assistant | *ESF Facilities, Syracuse, NY*

January 2025 - Present

- Convert floor plans into AutoCAD drawings and update plans using Adobe Pro.
- Route work orders, perform data entry, answer phone calls, and coordinate elevator service requests.

Construction Internship | *Home Headquarters, Syracuse, NY*

November 2024 - January 2025

- Assisted on 15+ residential construction projects by conducting site walks, documenting progress, managing permits, and overseeing the re-subdivision signature process.
- Maintained contractor lists, insurance certificates, and contracts, scheduled work inspections, registered vacant homes, and digitized survey maps.

LEADERSHIP & ACADEMIC ACTIVITIES

Construction Club, President and Founder | *OCC, Syracuse, NY*

February - December 2024

- Connected students interested in the construction industry by offering professional development, networking, and hands-on learning through speakers, workshops, and activities.

Independent Study | *OCC, Syracuse, NY*

June - August 2024

- Completed 135-hour pre-construction project of a speculative mixed-income modular triplex, applying knowledge in site selection, zoning, design, estimating, scheduling, and business planning.

TECHNICAL SKILLS

- Familiar with Revit software and quantity takeoff capabilities
- Advanced proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Outlook
- Typing speed: 60 WPM

COURSEWORK

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|---|---|
| • Building Materials & Construction | • Construction Scheduling & Planning |
| • Building Plan Interpretation | • Financial Accounting |
| • Construction Workplace Safety | • Statics and Mechanics of Materials (in progress) |
| • Mechanical, Electrical, Plumbing/ Fire Protection | • Sustainable Construction (in progress) |
| • Construction Estimates | • Construction Contracts and Specifications (in progress) |

ADDITIONAL EXPERIENCE

Circulation Supervisor | *Onondaga Free Library, Syracuse, NY*

March - October 2022

- Managed 600+ items/daily, led a team of 10, coordinated schedules, trained staff, and improved item tracking.

Library Technician & Safety Representative | *Walter Reed, Bethesda, MD*

June 2020 - March 2022

Library Technician, Purchasing Agent, Safety & Training Representative

May 2010 - June 2012

- Managed \$120,000+ micro-purchases, ensured safety and procurement compliance, and maintained records.

Technical Information Specialist | *Veterans Health Administration, Bedford MA*

December 2015 - August 2017

Library Technician

June 2012 - December 2015

- Created online library for 7,500, grew to 5,500 sessions/month, awarded Federal Library Technician of the Year.