

**Michael James Rendon**

13511 Thessaly  
Universal City, TX 78148  
Cell: (210) 347-9553  
Email: rendonmj@gmail.com

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**OBJECTIVE:** To attain a full time position

**EDUCATION:**

Texas A&M University, College Station, Texas  
Bachelor of Science in Construction Science with Minor in Business  
Graduation Date August 2009

**RELEVANT EMPLOYMENT:**

09/2015-09/2016 **Greystar**

Houston, TX

*Estimator*

- Responsible for performing detailed quantity take-off estimates of construction documents.
- Participated in budgeting meetings with financing institutions to review cost of future projects.
- Responsible for maintaining subcontractor relationships to ensure multiple bids received on bid day.
- Responsible for working with estimating team and owner's representatives to increase building efficiency and reduce cost of construction work.
- Responsible for setting parameters for "Onscreen Take-Off" software to increase estimating efficiency and provide a more understandable estimate.
- Responsible for collecting, reviewing, and organizing subcontractor bids for completeness and scope gaps.
- Responsible for updating bid book to organize and compare subcontractor bids.
- Responsible for subcontractor bid follow-up and
- Responsible to review subcontractor bids, obtain additional itemization, and ensure accurate budgeting.
- Created spreadsheets to track historical cost data for Greystar projects.

02/2012-02/2015 **Halliburton**

Casper, WY/Bakersfield, CA/Oklahoma City, OK

*M/LWD-Field Engineer*

- Responsible for collecting drilling data for extended reach lateral and S-wells.
- Responsible for training new employees on company processes and procedures.
- Responsible for designing and building BHAs including strapping tools.
- Responsible for planning BHAs assembly including order of tool pickup, correct make-up torque, doping and handling.
- Responsible for performing rig floor offsets (RFO).
- Responsible for verifying axial bearing on mud motor.
- Responsible for projecting well path to pre-determined target coordinates.
- Responsible for directional drilling team's attendance to daily safety meeting at rig site.
- Responsible for configuration of Gamma and At-Bit Inclination Motors and Rotary Steerable Motors.
- Responsible for staging, assembling and servicing surface to down-hole communication systems.
- Training:
  - LWD 1 Fundamentals (6 weeks)
  - LWD 1 Electromagnetic Telemetry (1 week)

08/2008-01/2009 **JE Dunn South Central, Inc.**

Houston, TX

*Internship*

Houston Mosaic Phase II - 30 Level, 396 Residential Unit Tower.

Project Value \$67MM

- Assisted with JE Dunn Punch List program.
  - Created, entered, and distributed contractor pre-punch lists.
- Collected and reviewed subcontractor closeout documentation including warranties, O&M manuals, and as-built drawings. Organized closeout binders.
- Inspected subcontractor warehouses to verify possession of materials billed for in pay application.

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**REFERENCES:**

Available upon request