

# CJG

# CLAYTON JAMES GUILLORY

CONSTRUCTION MANAGEMENT STUDENT

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Louisiana State University  
Baton Rouge, Louisiana  
August 2014 - May 2018

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YMCA of the Capital Area  
Baton Rouge, Louisiana  
May 2014 - Current

ARCHCESSORY  
New Orleans, Louisiana  
Winter 2017-2018

## EDUCATION

**Bachelor of Science in Construction Management**

Minor in Business Administration and Technical Sales

GPA: 3.191

## EXPERIENCE

### Aquatics Coordinator/Lifeguard Instructor

- Responsible for hiring, training, and evaluating 51 employees.
- Processed payroll through EmpowerTime for all aquatic staff members.
- Assisted in monitoring the budget and formulated processes to decrease our expenses.
- Uses an online system, WhenToWork, to schedule all lifeguards and swim lesson instructors to have shifts covered.
- Trains classes in CPR, First Aid, Emergency Oxygen, and YMCA Lifeguarding to a variety of audiences.
- Conducts weekly staff in-service trainings, which involve communicating important information, updating staff on changes to policies, facilitating scenarios to practice their skills, and providing feedback on their performances.

### BIM Technician Intern

- Took part on Building Information Modeling through annotating and modeling inside of Revit.
- Integrated MEP into many construction projects for contractors across the country, such as the CPCC Levine Campus in North Carolina and the University of Southern Arizona Arena.
- Assisted in model modifications with clash detection using the Navisworks platform.
- Updated design models by coordinating RFIs that are supplemented with ASI's and bulletins as seen on the California Medical Facility, the Aviation Unit complex Phase 2C, and the Sierra Conservation Center projects.

## Resident Assistant

- Budgets and allocates money used for residence hall events.
- Promotes academic excellence, addresses student needs, and encourages student involvement in a way that supports the mission of the University and the department of Residential Life.
- Promotes the interaction and construction of social networks between the community and residents.
- Works as part of a community staff team and actively participates in training, staff development, recruitment, and committee meetings.

## ACTIVITIES

**Alpha Tau Omega** - Founding Father and Signature Event Correspondent

**Construction Student Association** - Banquet Committee Member

**National Residents Hall Honorary** - Vice President

**Aquatic Safety Force** - Secretary

**Happy's Running Club** - Runner

**Live Oak United Methodist Church** - Member

## VOLUNTEER

**Geaux Big Baton Rouge** (Team Leader)

**Dance Marathon** (Team Captain)

**Greater Baton Rouge Food Bank** (Participant)

**The Great Flood Reconstruction** (Laborer)

**Vacation Bible School** (Group Leader)

**Community Murals** (Designer and Painter)

**Wounded Warrior Project** (Fundraiser)

## CERTIFICATIONS

**Distinguish Communicator**

**Certified Occupational Safety Specialist**

**Occupational Safety and Health Administration**

- 510, 7105, 7400, 7410, 7505, 7845

**YMCA Lifeguard Instructor**

**American Safety and Health Institute (ASHI) Instructor**

**Microsoft Office**

- Word, PowerPoint, and Excel

## Contact

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