**Dominick James Tota, E.I.**

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11121 Folklore Street, Winter Garden, FL, 34787

**Education**

**University of Central Florida, Orlando, FL** **Graduated August 2015**

Civil Engineering Bachelor of Science, Mathematics Minor

Major GPA: 3.994, Overall GPA: 3.994

**Licenses**

**Engineering Intern, State of Florida, License #1100019405**

**Work/Volunteer Experience**

**The Walt Disney Company - Strategic Sourcing, Orlando, FL May 2015 to present**

Sourcing Specialist – Design & Construction

* Collaborating with project teams to strategically implement the most effective buy-out method for a project’s schedule, budget, and scope
* Coordinating, leading, and managing the bid process from start to finish with ethics and integrity
* Protecting company brand and mitigating risk by drafting and executing contracts, change orders, and close-out change orders
* Helping to resolve disputes between Contractor and Owner (error & omission claims, directive conflicts, deficient work product, etc.)

**Walt Disney Imagineering, Orlando, FL May 2014 to May 2015**

Undergraduate Associate/Associate Contract Administrator – Design & Construction

* Conformed and obtained signatures for contracts and change orders
* Organized, issued, and awarded bid packages
* Formulated and summarized reports through utilization of A3 sized paper

**University of Central Florida, Orlando, FL March 2014 to May 2014**

Undergraduate Researcher

* Worked to improve structural health monitoring techniques

**Real Life Christian Church, Clermont, FL 2015 to Present**

Usher Section Leader

**Associations**

**American Society of Civil Engineers (ASCE) Member**

**Computer Programs**

AutoCAD, InDesign, Microsoft Office, SAP, IES Visual Analysis, DocuSign, Ariba/eRFX, PMWeb, WDW CMS

**Awards**

**Founder’s Scholar Award Certificate, Orlando, FL March 2014**

Received for completing at least 75 credit-hours and placing within the top one percent

of undergraduate students in the College of Engineering and Computer Sciences

**CECE Outstanding Sophomore Award, Orlando, FL October 2012**

Academic achievement in Civil, Environmental, and Construction Engineering

**Walt Disney World Marathon Medal January 2015**