John C. Koop

571-318-4779 jckoop10311@gmail.com Ashburn, VA

Highlighted Skills

- Knowledgeable in Revit, Fusion 360, AutoCAD, 3D printing (Certified in Revit- May 2024)
- Lead IHS Lunar Wheels Team- NASA Competition
- Creative designer in multiple mediums
- Lean Six Sigma Green Belt and PM Lifecycles
- Designs and artwork selected for GMU art displays
- Continual research on product innovations
- GMU Engineering RLC (competitive)
- Experience in quality customer service
- Knowledgeable in construction contracting and building safety requirements
- Growing professional leadership skills

Work & Internship Experience

Assistant on Superintendent Team-HITT Contracting Inc. **May 2026- Aug 2026**
Supported superintendent team with subcontractors, materials tracking, creating solutions to resolve project time creeps. Conducted certifications of site conditions and safety inspections. On-site assistant for executing management processes working with HITT staff and subcontractors. Attended and briefed in internal team meetings, participated in networking events, and completed multiple trainings to include AI Foundations and Procore Construction Certification.

Assistant Project Manager-HITT Contracting, Inc. **May 2025- Aug 2025**
Supported project management team with subcontractors, supplier coordination, materials tracking, and materials consultations with architects. Conducted certifications of site conditions and safety inspections. Aided in document processes such as drafting submittals, RFIs, and change orders. Attended internal team meetings, participated in networking events, completed Lean Six Sigma Green Belt and various trainings to include Project Management Lifecycle.

Store and Admin Clerk- Good Dog Rocky **July 2022- Jan 2024**
Managed grooming schedules and bookings, assisted customers with purchase and dietary choices, stocked shelves, ordered products, and created unique product displays. Managed cash register, balanced client accounting, and assisted with record keeping. Provided customer care to all pets and parents.

Dairy and Frozen Clerk- Harris Teeter **July 2021-July 2022**
Responsible for maintaining fully stocked shelves, cleaning the inventory room and freezer, and breaking down boxes. Escorted customers to the aisle and shelves. Kept the store safe and clean. Assist with store displays and labels of products. Discarded of expired items and assisted with special promotions.

Education

George Mason University - Civil Engineering **Sept 2024-Present**

Additional Experiences

GMU Soccer Rec Team Aug 2024-Present
Loudoun Travel Soccer Player and Coach Aug 2019-June 2024
Cars & Coffee Club-IHS (creator/co-lead) Aug 2021-June 2024
Rocket Club Aug 2020-June 2024
Lived Overseas-Romania, Cuba, and Spain 2008-2019