

JANE SMITH, PE

123 Any Street • Any Town, USA 12345

Mobile Telephone: 123.456.7890 • Home Telephone: 123.456.7890 • Email: janesmith@hotmail.com

CIVIL, RESIDENT & PROJECT ENGINEER WITH 20 YEARS OF INDUSTRY EXPERIENCE

Background in Sewer, Pump Station, Highway, Bridge & Water Main Projects

EXECUTIVE SUMMARY

A highly innovative, performance-driven, and solutions-focused Civil, Resident, and Project Engineer offering wide-spread industry experience, sound judgment, and knowledge of commonly used concepts, practices, and procedures used in the application of codes and engineering considerations related to a wide variety of public works projects. Proven ability to direct high-performance project teams, develop constructive relationships with a broad and diverse group of cross-functional business partners, and build consensus around decision-making and problem-solving. "Hands-on" leader, articulate communicator, and effective trainer able to successfully prioritize workflow, resolve field issues, manage multiple and concurrent projects and responsibilities, and meet and exceed challenging goals and objectives. Acknowledged for propensity to establish and maintain solid relationships with project principals including co-workers, clients, management, and local and state agencies. Superior interpersonal, analytical, critical-thinking and troubleshooting skills. Excellent written, oral, and technical aptitude. AutoCAD, WSPRO, RoadSoft, Field Manager, and Microsoft Office proficient.

CORE COMPETENCIES

- *Project Planning/Review*
- *Client Relations/Retention*
- *Quality Assurance/Control*
- *Site Meetings/Field Visits*
- *Specification Enforcement*
- *Contract Administration*
- *Concept Design/Development*
- *Private & Public Sector Permitting*
- *Report/Proposal Generation*
- *Record Keeping/Management*
- *Construction Management*
- *Cost/Replacement Analysis*
- *Inspections/Progress Reports*
- *Resident Complaint Resolution*
- *Meeting/Team Facilitation*

DESIGNATIONS

- Professional Engineer (P.E.) License, State of Michigan, Number: 12345
- MDEQ Soil Erosion & Sediment Control Certificate

EDUCATION/SPECIALIZED TRAINING

Bachelor of Science in Civil Engineering - Michigan Technological University, Houghton, Michigan

- MDEQ- Soil Erosion and Sediment Control
- MDOT- Field Manager/Field Book
- Roadsoft/Pavement Surface Evaluation and Rating
- Safe2Work Training Program

PROFESSIONAL EXPERIENCE

ABC Company

Any Town, USA

Oct. 2004 - Jun. 2010

Civil Engineer (\$9M in Construction Projects)

- Managed multiple projects simultaneously.
- Inspected construction activities to ensure compliance with contract specifications; assessed line and grade, examined materials, and evaluated work practices relating to construction of pavements, building foundations, sewers, pump stations, detention basins, road reconstruction, bridge resurfacing, directional drilled water main and cured in place pipe, and other public works projects.
- Designed grading and drainage for roadway projects.
- Supervised field technicians and scheduled survey crews and material testing technicians.
- Communicated frequently with contractors and design engineers; resolved and prevented site specific problems and revised AutoCAD drawings to reflect new, as-built construction.
- Prepared reports and documentations.

Primary Projects:

- Jefferson Avenue, Brookview, and Van Horn Pump Stations.
- Various road reconstruction projects.
- North-End Water Main Replacement.
- Sanitary Sewer Rehabilitation Cured-In-Place-Pipe.
- A key member of the construction management team that completed the \$29M Trenton Storm Sewer Overflow Elimination (SSOE) Projects; the six (6) projects were completed on time and under budget and the overall project earned the 2008 APWA Project of the Year Award. *(Five (5) of the six (6) projects included were completed during tenure at ABC Company).*

PROFESSIONAL EXPERIENCE (CONTINUED)

ABC Company Any Town, USA Sept. 1999 - Sept. 2004
Construction Manager (\$29M of Construction Projects)

- Managed multiple construction projects including deep sewer, pump stations, road reconstruction and a wastewater detention basin enlargement.
- Directed a staff of four (4) Construction Technicians.
- Scheduled survey crews and material testing technicians.
- Collaborated closely with clients, contractors, and design engineers.
- Prepared engineers estimates and performed project constructability reviews.
- Conducted site visits; resolved issues, enforced quality and safety standards, and tracked progress.
- Investigated damage, accidents, and delays at construction sites; ensured and enforced adherence to proper procedures and protocol.

Primary Projects:

- Trenton Storm Sewer Overflow Elimination (SSOE) Projects.
- Trenton WWTP Pump Station and Detention Basin Enlargement.
- Trenton River North Interceptor and Elizabeth Park Pump Station.
- Trenton River South Interceptor.
- Dearborn Miller Road Pump Station.
- Macomb County/Lake St. Clair Clean Water Initiative Sewer and Pump Station.

ABC Company Any Town, USA Aug. 1995 - Nov. 1998
Project Engineer

- Supervised field and office personnel for thirty (30) MDOT Bridge Scoping inspections and reports and thirty five (35) MDOT Bridge Scour calculations and reports.
- Examined construction activities and enforced compliance with contract provisions; assessed work practices relating to construction of barrier walls, retaining walls, and bridges.

Primary Projects:

- Designed all aspects of the MDOT M-84 ramp to I-75.
- Inspected Ohio Turnpike I-80 highway and bridge construction - Archbold and Fremont, Ohio.
- Prepared site design plans for an industrial expansion project including grading, pavement, storm sewer and a railroad spur.

Additional Experience:

Short-Term Contract Position, ABC Company, Apr. 1999 - Aug. 1999/ABC Company, Nov. 1998 - Mar. 1999

PROFESSIONAL AFFILIATIONS

- Former Member, Michigan Society of Professional Engineers

References and Supporting Documentation Furnished Upon Request