AMY SMITH

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Desire the Challenging Position of Senior Civil Engineer to Provide Technical Expertise; Guidance and Impartation of Knowledge to More Junior Engineers.

**Summary**

A highly talented, professional and dedicated Civil Engineer with over 12 years' of planning, designing and directing the construction and maintenance of roads, bridges and pipelines.

Over 12 years of result-filled Civil Engineering experience.

Excellent Structural Design competence for mainly reinforced concrete elements; deep experience in structural steel, masonry and timber design.

In-depth knowledge of Structural and Civil Codes (U.S. Standards).

Sound ability to interpret architectural drawings - 'see the bigger picture'.

Ability to interact with the office team and construction team - excellent communication skills (in English), both verbal and written.

Excellent understanding of relevant office computer software, eg. MsWord, MsExcel, MsOutlook; and use of Auto CAD.

Proficiency in Etabs, SAP, SAFE, StaadPro, Prokon or other design packages.

Uncommon Energy and enthusiasm.

Sound knowledge of strengths, properties and uses of materials in public works construction; and CEQA documentation.

Proven expertise of planning, design, construction and maintenance of public works projects.

Deep knowledge of hydraulics, hydrology, mechanical, structural and sanitary engineering related to public works projects.

Effective report and technical specification writing skills requirements and techniques.

Uncommon knowledge of Subdivision Map Act law; and public works contract law.

**Education**

Chartered Engineer (2002)

MS Civil Engineer, University of New York, NY (1996)

BS Civil Engineering, University of New York, NY (1992)

Professional Experience

Civil Engineer, White Field, New York 2000 - Present

Develop designs to satisfy technical specifications.

Check design calculations of designers and other engineers within the team.

Lead design reviews, risk assessments / HAZOP's from technical standpoint.

Preparation of technical specifications in liaison with client and project team.

Ensure quality of design documentation throughout the design process.

Conduct technical analyses of survey and field data for development of topographic, soil, hydrological or other information and prepare reports.

Deliver risk assessments, technical files and other technical documentation required by safety legislation and procedures.

Allocate work to other members of team in order to ensure delivery of design to quality, time and budget.

Select and strategize allocation of work to sub-contractors.

Prepare contract documents and review and evaluate tenders for construction projects.

Supervise technicians, technologists and other engineers and review and approve designs, calculations and cost estimates.

Act as project or site supervisor for land survey and construction work.

Assistant Civil Engineer, Qi Inc., NY 1996 - 2000

Provided airfield civil engineering technical support to all locations.

Produced Works Information, including pavement layouts, geometric design and new and existing services.

Timely delivered civil engineering design deliverables which met the customer's expectations.

Adhered to change control process.

Ensured personal responsibility under Health and Safety legislation and (COMPANY NAME) Group directives are met.

Produced designs compliant with project strategies on planning, the environment, risk, safety and quality.

Advised on procurement, manufacture, assembly, construction techniques, and sequencing of works as appropriate.

Maintained contact with civil engineering and airport industry to ensure an up to date knowledge of materials and techniques.

Assisted Production Integrators with planning activities.

Supported Suppliers, by making buildability a primary consideration in design.

Carried out pavement condition inspections and reporting.

Junior Civil Engineer, Qi Inc., NY 1993 - 1996

Designed and prepared engineering designs, plans, drawings, specifications, and cost estimates.

Researched project design requirements.

Prepared preliminary design studies.

Performed complex calculations and prepared estimates of time and material costs.

Assisted in the review and evaluation of project proposals and engineering specifications submitted by private engineering firms.

Coordinated design proposals with utility companies and other agencies.

Prepared draft agreements between the City and developers.

Assist in surveying work needed for design and construction of public works projects.

Performed field checks of project sites or survey areas to verify survey results or features.

Coordinated public works engineering activities with private engineering firms, developers, vendors, and the public.

Provided information and respond to complaints and concerns from the public.

Assisted in the development of revised design and construction standards for public works structures and appurtenances.

Prepared engineering studies and reports.

Researched publications and industry information sources.

Maintained and updated Pavement Management System including distress surveys on site.

Computer Skills

Windows, WordPerfect, PowerPoint, Word, Westlaw, Lexis-Nexis, Lotus Notes and Excel; and proficiency in Auto Card.