Dani McLaren

1234 Osaka City Mission Viejo, CA 92692 (123) 456-7890 yourmail@email.com

Objective

A position in an environmental consulting company where I can utilize my experience and knowledge.

Highlights of Experience

Planned, designed and served as project manager on civil engineering projects, including roads, railroads, airports and bridges. Directed environmental impact studies based on knowledge of California Environmental Quality Act guidelines.

Accomplishments

Project Planning

- Analyzed reports, maps, drawings, blueprints, tests and aerial photographs related to soil composition, terrain, hydrological characteristics and other topographical and geological data in order to plan and design project
- Calculated costs and determined feasibility of projects based on analysis of collected data and input from other team members
- Selected to develop and teach internal course on project planning

Project Management

- Directed preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies and designs for projects
- Directed construction and maintenance activities at project sites
- Inspected construction sites to monitor progress and ensure conformance to engineering plans, specifications, construction and safety standards
- Brought nearly half of projects in under budget by at least 10%

Technology

- Used computer-assisted engineering and design software and equipment to prepare engineering and design documents
- Suggested an improvement to design software that was incorporated by programmers

Dani McLaren Page 2

Employment: Bergman Incorporated Mission Viejo, CA

Civil Engineer March 2005 to Present

Raleigh, Jones, and Lewitt Irvine, CA

Civil Engineer May 1999 to February 2005

Education: Woodbury State College Woodbury, MN

Bachelor of Science in Civil Engineering

Graduated summa cum laude

References: Available upon request