

Dani McLaren

1234 Osaka City ♦ Mission Viejo, CA 92692
yourmail@email.com

(123) 456-7890

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

