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

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Employment:

Bergman Incorporated **Civil Engineer**

Raleigh, Jones, and Lewitt **Civil Engineer**

Education:

Woodbury State College Bachelor of Science in Civil Engineering Graduated summa cum laude

Irvine, CA

Mission Viejo, CA

March 2005 to Present

May 1999 to February 2005

Woodbury, MN

References: Available upon request