## **Kyle Kerwin**

(208) 888-8888 kakerwin35@example.com 123 Gem Street, Boise, ID 88888

#### **Profile**

Detail-oriented, PE certified civil engineer experienced in managing, executing, and delivering complex site civil projects. Excellent communication skills with a proactive management style and a demonstrated capacity for cultivating lasting relationships with coworkers and clients. Proven history of managing residential construction projects.

## **Professional Experience**

# **Assistant Civil Engineer Project Manager, Abrams Construction Corp., Boise ID** *August 2016 - Present*

- Assist senior engineers with managing multiple projects simultaneously through all phases, including planning, execution, and delivery
- Perform technical reviews, quality assurance, and quality checks of work prepared by others
- Carry out regular site inspections to ensure environmental and safety compliance
- Prepare presentations in both electronic and hard copy formats, including renderings, slideshows, storyboards, models, and briefings
- Schedule and attend coordination and construction progress meetings with clients, architects, subcontractors, and owners

## Civil Engineer, DDS Consulting, Inc., Pocatello, ID

September 2012 - July 2016

- Assured all projects complied with legal requirements, especially health and safety regulations
- Liaised with clients and a variety of professionals, including architects, utility consultants, and soils engineers
- Prepared internal and external correspondence including construction plans, cost estimates, job hazard assessments, due diligence reports, and project presentation materials
- Undertook field duties including site inspections, feasibility studies, and soil testing

## **Education**

## Bachelor of Science in Civil Engineering, Minor in Engineering Management Idaho State University, Pocatello, ID, September 2008 - June 2012

### **Key Skills**

- Proficient with AutoCAD Civil 3D, S-Frame, and Sap2000
- Experienced with Microsoft Office Suite
- Exemplary project management skills
- Working knowledge of Autodesk Revit and STAAD Pro

### **Certifications and Honors**

• Professional Engineer (PE) Certification, Idaho, September 2020