KYLE KERWIN

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

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.

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

 Professional Engineer (PE)
Certification, Idaho, September 2020

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