**Assistant Civil Engineer**

ROBERT SMITH

Phone: (123) 456 78 99

Email: info@website.com Website: www.website.com LinkedIn: linkedin.com/username Address: 1737 Marshville Road,

Alabama

# Objective

Seeking challenging as a structural engineer within a dynamic, high growth organization that welcomes fresh ideas, initiative, dedication to integrate domain expertise, administrative, leadership and management skills, demanding excellence in consistently to achieve organizational objectives.

# Skills

Advanced Computer Skills.

# Work Experience

## Assistant Civil Engineer

**ABC Corporation** ­ October 2009 – September 2014

* Perform transportation program management and project management duties for a program totaling $20M/yr.
* Implement and manage the engineering certification program to ensure regional personnel comply with the federal acquisition certification (FAC)­contracting officers representative (COR) requirements.
* Implement the FP­03 The Standard Specifications for the Construction of Roads and Bridges on Federal Highway Projects within the Southwestern Region.
* Provide management with essential support regarding budget and funding allocations to secure additional funding at the regional office.
* Implement transportation funding programs from FHWA (Federal Lands Transportation Program).
* Utilize ArcMap to provide management essential information regarding the transportation system to secure additional funding.
* Participate as a member of an IPT during restoration projects related to fires.

## Civil Engineer

**ABC Corporation** ­ June 2004 – October 2009

* Perform Area Engineer Duties for all federal funded transportation projects in Northern New Mexico totaling $50 M/yr of transportation projects from the planning phase through the construction phase.
* Manage the Statewide Transportation Implementation Plan (STIP) to ensure projects are utilizing the proper federal funds and are fully funded.
* Manage the NEPA process to ensure projects have the appropriate NEPA documentation including categorical exclusions, environmental assessments, and environmental impact statements.
* Ensure that roadway designs comply with AASHTO &quot;Roadside Design Guide&quot;, and the AASHTO &quot;A Policy on Geometric Design of Highways and Streets.&quot; Develop the design exception process in New Mexico to ensure that design standards are mitigated when not met.
* Participate as a member on the specifications committee for base course and pavements.
* During my tenure the entire NMDOT Standard Specification for Highway and Bridge Construction was successfully rewritten.
* Conduct construction inspections and ensure temporary construction signing complies with the MUTCD; all materials met the quality characteristic ranges contained in the standard

specifications; the storm water pollution prevention plan (SWPPP) was properly implemented; all environmental commitments were implemented; and the contractor was on schedule and within budget.

# Education

Masters in Public Administration in Public Administration ­ 2005(University of New Mexico ­ Albuquerque, NM)