

# ROBERT SMITH

## Asst. Land Surveyor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Land Surveyor/Project Manager with extensive experience in all types of surveying, project management, and leadership and mentoring. Self motivated professional, capable of working independently or as part of a team.

### CORE COMPETENCIES

ARIES, Microsoft Office, Enerdeq, ArcGIS, Arcgis.

### PROFESSIONAL EXPERIENCE

#### Asst. Land Surveyor

HDR Engineering - November 2010 – 2019

##### Key Deliverables:

- Responsible for managing projects to keep it on time and on budget throughout the project life cycle.
- Preparing documents for land acquisition for the Bonneville Power Administration (BPA).
- Review consulting surveyors field data and office documents using Quality Assurance, and Quality Control practice set up by HDR Engineering and BPA.
- Prepare proposals, the scope of work, and budgets for transmission line survey projects.
- Manage the projects to keep them on time and on budget, utilizing MS Project to track project status.
- Coordinate with the client or the clients representative on project status.
- Review existing BPA rights and determine the current rights and acquisition needs for the project.

#### Land Surveyor

ABC Corporation - 2008 – 2010

##### Key Deliverables:

- Traveled to locations. Operated Nikon Laser Transit and Installed all iron pins to mark property lines.
- Customer contact explaining all aspects of work performed and all paperwork involved.
- Adjust well in all aspects of weather and terrain.
- Can pin point landmarks and follow a map with ease.
- Skills Used Operated Nikon Laser Transit and Trained all new Employees on how to measure and find property lines as well as to where to place property markers.
- Explained all work orders to customers in advance as well as all paperwork involved.
- Traveled and located all job locations..

### EDUCATION

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- A.A.S. in Forestry/ Surveying - (Paul Smith's College)
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