

Winston Smith

951.284.5404 | winstonsmith@gmail.com | Corona, CA 12345 | [linkedin.com/winston-smith](https://www.linkedin.com/winston-smith)

Project Engineering ♦ Scheduling ♦ Material Management ♦ Safety Compliance ♦ Project Estimation ♦ Team Leadership

Ensuring within-budget and on-time project completion by disseminating schedules, project plans, milestones, and design specifications using advanced project management tools. Reviewing 2/3D drawings and materials and assuring compliance with OSHA standards to ensure onsite safety requirements. Facilitating decision-making for project controls by coordinating shop drawing assessments, budgeting and cost analysis, and construction material arrangement and review.

Project Planning & Management
Cost Management & Forecasting
Design & Drawing Interpretation

Cross-Functional Collaboration
Stakeholder Relationship Management
Strategic Team Management

MS Project, Adobe Suite, BlueBeam
AutoCAD, RSMMeans, MicroStation
Bids Analysis, RFI & RFP

Education

BS in Construction Engineering Technology, Orwellian University

Expected 2020

Select Projects

- ♦ **Scheduling:** Facilitated the construction of a 3500 ft.², 2-story residential house comprising of a basement, a garage, 6 bedrooms, and 4 bathrooms by producing a 186-day work schedule using MS Project; acquired take-offs using BlueBeam. Calculated the project duration by reviewing a set of design plans; allowed for free-floating by creating a critical path and adjusting tasks; defined timelines for site work, foundation, framing, roof installation, MEP work, finishing, and landscaping.
- ♦ **Estimation:** Determined the total cost estimate for an under-construction, environmentally sustainable administration building using Excel; secured the take-off data using BlueBeam and calculated the take-off cost using RSMMeans. Identified a cost-effective construction strategy by creating and comparing foot pile and column alternatives using AutoCAD.
- ♦ **Surveying:** Developed a digital layout of the rose garden with accurate elevations, measurements, distances, and boundary lines using MicroStation; staked out points by setting up a total station and documented the data into a field book.
- ♦ **Drawing & Specifications:** Reviewed architectural, electrical, and floor plans of the administration building using Adobe; eliminated planning discrepancies by collaborating with a team of 3. Organized furnishing finish specifications for each floor.

Coursework: Construction Drafting & Inspection; Construction Materials; Construction Safety; Construction Equipment & Methods; Construction Drawing & Specifications; Construction Estimates; Construction Equipment & Methods; Mechanical, Electrical, & Plumbing Systems; Construction Contracts; Structural Designing – Steel; Natural Disasters; Structural Analysis; Geotechnical Mechanics; Civil Engineering Materials; Fluid Mechanics; Construction Project Management & Accounting; Mechanics of Materials; Construction Scheduling; Infrastructure Economic Public Policy; Life Science; Advanced Surveying

Intramural Sports Lead

08/2018 – Present

Directed men's, women's, and mixed soccer and volleyball; instructed players on rules and regulations. Ensured compliance with event and safety regulations by inspecting equipment and maintaining proactive communication with key stakeholders.

Vice President, Airstrip One Inc.

04/2018 – 05/2019

Led weekly meetings and collaborated with chairs to create professional proposals; met deadlines and meeting agendas.




Bio

I drew on my interest in engineering and passion for project management to opt for a construction engineering technology degree. Through rigorous training, I have built my expertise in analyzing and facilitating end-to-end construction activities as well as pinpointing and eliminating project roadblocks. By leveraging this degree, I have also equipped myself with cutting-edge project engineering tools.

Challenge: Winston was looking for entry-level roles in construction engineering. His previous resume lacked any career summary to share the value he had to offer. Also, the skills section was not used to its maximum potential to communicate his key strengths. Moreover, the structure of his previous resume was difficult to understand as it didn't differentiate between education and professional experience sections. Lastly, his resume was not keyword-optimized.

Action: I first created a career summary to highlight his expertise and build a value proposition. Then, I created a skills section to showcase his familiarity and experience with industry-specific requirements. Furthermore, I restructured his projects section by adding more technical details. I also removed unnecessary information from his extracurricular activities and added a career bio towards the end of the resume to show his career journey.

Result: Winston landed his dream job after getting his new resume and gave us the following feedback on LinkedIn:

 
Construction Engineering
Technology Professional at
California State Polytechnic
University-Pomona
December 22, 2019,  was a
client of Zunaira's

Zunaira took the time to review all my work, my old resume and research specific jobs I was looking for to make my resume well rounded and stand out amongst others. Thanks to her help I was able to get call backs quickly and even land my dream role.

Winston Smith

(951) 284-5404 |

winstonsmith@gmail.com

Previous Resume

EXPERIENCE/PROJECTS

Surveying Lab

March 2017 – June

2017

- Obtained multiple data points regarding elevation, boundary lines, and distance for Rose Garden
- Placed stakes and documented all our field data into our field book
- Inputted the data into MicroStation and made a digital layout of the Rose Garden with accurate elevations, measurements and boundary lines

Drawing and Specs Project

September 2017 – December

2018

- Reviewed Architectural, Electrical and Floor plans of New Administration Building
- Organized finish specifications for each floor of the building
- Ensured all plan sets obtained no discrepancies

Scheduling Project

August 2018 – December

2018

- Utilized MS Project to produce a working schedule for a 2-story residential house
- Reviewed a set of design plans with a team to calculate the duration of the project
- Created a Critical Path and adjusted certain tasks to allow free float

Estimating Project

January 2018 – March

2018

- Gathered take offs for the New Administration Building using Bluebeam
- Calculated cost of take offs using RS Means
- Inputted gathered data into Excel to acquire total estimation cost

Intramural Sports Lead Official

August 2018 –

Present

- Officiate men's, women's, and co-ed soccer and volleyball games
- Make calls and instruct players on the rules of the game before and during games
- Provide communication to and from coaches, participants and parents
- Notify supervisors of problems and concerns regarding facilities, equipment, participants, and/or spectators
- Inspect sporting equipment and/or examine participants in order to ensure compliance with event and safety regulations

EDUCATION

Orwellian University

Anticipated Graduation: May

2020

- Bachelor of Science in Construction Engineering Technology

LEADERSHIP

Airstrip One, Inc.

Vice President

April 2018 – May

2019

- Administer and collaborate with chairs weekly in creating professional proposals
- Moderate weekly meetings in a timely organized manner
- Successfully meeting deadlines on concise agendas for weekly meetings

SKILLS

- Reading/Interpreting drawing and specifications
- Efficient in AutoCAD and MS Project
- Problem Solver
- Efficient in Microsoft Office