Terry Applicant

123 Main Street • Boston, MA 10036 • (123) 555-5555 • terry.applicant@email.com

CORE QUALIFICATIONS

* Detail- and deadline-oriented Civil Engineer Technician leveraging superb command of CADD and Auto Cad to facilitate timely design of state-of-the-art construction site plans.
* Meticulously handle budget estimation and cost control responsibilities, closely tracking project phases to ensure completion within established budgets and timeframes.

PROFESSIONAL EXPERIENCE

ALBANY CONSTRUCTION, Albany, N.Y.

**Civil Engineer Technician***,* September 2016-Present

Responsible for layout, design and production of site plans and preliminary blueprints for commercial office, retail and residential projects.

* **Red River Shopping Mall**: Successfully streamlined construction designs and processes to ensure on-time execution of 7-store strip mall.
* **Sunnyside Acres:** Led project team’s design and planning of 12-unit apartment complex.

MISTRALS GROUP, New York, N.Y.

**Civil Engineer Technician,** 2014-2016

Responsible for planning, cost analysis, preliminary approvals applications, and design and production of site plans.

* Involved with all phases of design and construction of over a dozen retail store projects

EAGLE EYE CONSTRUCTION, New York, N.Y.

**Draftsman / Site Work Coordinator,** 2012-2014

Conducted field surveys for private and public sites. Drafted office and retail improvement projects.

* Responsible for survey crew training and scheduling for over 20 crew members

EDUCATION

**Civil Engineering Certificate** (2011)

XYZ Community College, New York, N.Y.

SKILLS

* Computer Aid Drafting and Designing (CADD) and Auto CAD
* Experience with HTML and web-designing software
* Knowledge of OSHA construction site safety standards and regulations