

## ENGINEERING PROJECT MANAGER

### Summary

Seeking long term employment where my experience, expertise, and education can be used to satisfy the needs of the company, as well as provide opportunity for personal development and career advancement. Project Coordination is my strongest point and I accept any challenges that I encounter to get the job done. I offer no less than one hundred percent commitment to my employer, co-workers and my work. I am definitely a team player but work well on my own with no supervision. I will bring to your company loyalty, dedication and great work ethics.

### Highlights

- Effective verbal and written communication and meeting facilitation skills
- Proactive and adaptable self-starter
- Self Motivated
- Ability to prioritize and complete multiple tasks with little supervision
- Punctual
- Extroverted personality
- Willing and available to work outside normal business, including weekends, to meet project deadlines
- Proficiency in Microsoft Office: Word, Excel, Outlook
- Knowledge in Microsoft Office: Access, PowerPoint
- Minor Accounting

### Experience

11/2005 to 07/2008

Engineering Project Manager Company Name i¼ City , State

- Planned, directed and managed designated projects; Ensured that objectives were accompanied in accordance with outlined priorities; Analyzed results of operations to discover more efficient ways to utilize resources; Skilled in securing federal, state and local regulatory land-use approvals, including construction permits through Texas Commission on Environmental Quality (TCEQ); Vast knowledge in dealing with builders, homeowners, HOA's, and bank issues- in addition to diplomatically resolving concerns and complaints; Developed ability to work in fast-paced environment; Ability to follow instructions well and make decisions with no supervision; Assisted Civil Engineer in preparing lot layouts for Residential Development, Master Planned Developments, and International Developments.

08/2003 to 03/2005

Assistant Project Coordinator Company Name i¼ City , State

- Coordinated project submittals to Agencies (CPS, Time Warner, SBC, SAWS, SARA, Bexar County, and Bexar MET: a) Tracked submittal dates using spreadsheets and Plat Tracking- city website b) Tracked critical time paths as related to review approval periods.
- c) Followed up on tardy responses, ascertained source of difficulty, and coordinated resolutions & approvals.
- Completed final project packages for approval by Planning Commission/Director of Development Services.
- Researched plat related issues: Preliminary Overall Area Development Plans, Planned Unit Development Plans, Development Rights Permits, and Vested Rights Permits.
- Familiarity with the city's website and personnel.

08/2001 to 08/2003

Environmental Secretary Company Name i¼ City , State

- Unit secretary for 13 employees.
- Responsibilities included: heavy phone usage, heavy typing, research via the internet, heavy client contact, coordination of meetings, hotel accommodations/rental car service, project file set up, created spreadsheets in excel and access, vast mail-outs, and other special unit requests as delegated.

02/2001 to 08/2001

Purchasing Clerk Company Name i¼ City , State

- Coordination of import and/or export of product for manufacture or sale; including proofing purchase orders and preparing all documentation according to international shipping standards.

02/1999 to 09/1999

Executive Receptionist Company Name i¼ City , State

- Managed front office area.
- Answered multi-line telephone system and directed calls; took detailed messages and/or forwarded necessary callers to voicemail.
- Booked flights, hotels, rental cars and arranged for corporate pick up at the airport.
- Coordinated all company functions to include: birthday celebrations, parties, awards and ceremonies, and local ticket events.
- Collected US Mail, sorted and delivered to personnel.
- Typed, faxed, mailed, and emailed office correspondence and performed various office duties.

### Education

2/1997

Business Certification Charter College i¼ City , State Dean's list 3 quarters)

Present

International Business San Antonio College 1/4 City , State International Business Member of SIFE (Students in Free Enterprise)

Languages

English (Fluent - Full Knowledge) Spanish (Knowledge, but taking classes to become more fluent)

Skills

Accounting, c, Civil Engineer, client, documentation, English, fast, front office, Director, meeting facilitation, meetings, Access, Excel, Mail, Microsoft Office, office, Outlook, PowerPoint, Word, multi-line telephone, Enterprise, personnel, pick, proofing, Quality, research, Self Motivated, self-starter, shipping, Spanish, spreadsheets, supervision, phone, typing, website, written communication