
ENGINEERING SUPERVISOR RESUME

Objective:

Seeking position as Engineering Supervisor with reputable company in which my skills and knowledge can help further the development of the company.

Education:

Bachelor's Degree in Engineering, Carroll College, Helena, MT

Professional Experience:

Engineering Supervisor, August 2005 to till date
PG & E, Jacksonville, FL

- Supervised and reviewed preparation contract drawings and documents.
- Evaluated design and cost proposals stated by consultants and contractors.
- Supervised the preparation of project contract documents.
- Prepared budgets by projecting resource needs and determining funding priorities.
- Supervised execution of City public works projects.
- Trained new and existing staff on work methods to ensure conformance with accepted standards.

Engineering Supervisor, June 2002 to July 2005
ASRC Energy Services, Jacksonville, FL

- Prepared engineering, fabrication, and construction specifications.
- Reviewed engineering packages to ensure the quality and accuracy of technical deliverables.
- Identified scope of work and design basis changes and initiated change management documents.
- Monitored project schedule and communicated project status to project managers.
- Developed consistent deliverable standards and plans to meet project schedules.
- Supervised and provided technical guidance to drafters, designers, engineering technicians, and engineers.

Highlights of Qualifications:

- Strong supervisory experience in Civil Engineering
- Thorough knowledge of established civil engineering principles, methods, and techniques
- Familiarity with modern, diversified, fundamental civil engineering concepts, materials, and techniques
- Proficient in MS Office Suite – MS Access, Word and Excel
- Ability to interpret civil engineering drawings, schematics and wiring diagrams
- Superior leadership, management and motivational skills
- Excellent communication and organizational skills
- Remarkable ability to prepare routine reports, logs and correspondence

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