

Resume 933

Summary of Qualifications

- Over 12 years' experience as an Office Engineer and Senior Inspector, supporting bridges, highways, and all infrastructure construction projects, from start to completion, ranging up to \$42M, throughout New York State
- Collaborates with building engineers to review inspectors' daily reports for progress and code compliances, engineering standards, specifications, and design instructions, consulting with Engineer in Charge to adjust to deviations from original designs, or to make corrections to work performed inaccurately
- Assists inspectors by sketching all structures and materials as installed for the County Engineer's record update
- Proficient with some aspects of workforce development including monitoring up to 10 skilled tradesmen performing work on bridge, highway, and utilities infrastructure projects, conducting performance evaluations for adherence to compliance directives, and consulting with the Engineer in Charge for employee status/progress reports and corrective measures, if necessary, to maintain compliance
- Experienced performing payroll reviews for accuracy with up to 40 laborers and administrators
- Strong communications, analytical, and problem-solving skills
- Multi-tasks efficiently, learns quickly, and assists in the completion all projects on-time or ahead of schedule for gain share rewards
- Experienced using computers, Windows, MS Office, NYS CEES payment software, Internet research, and email
- Works well independently or collaboratively in a team environment

Professional Experience

05/2008- 03/2010

Office Engineer

HDR Engineering, Inc., New York, NY

NYC DOT Movable and Stay Bridges: Roosevelt Island Bridge, Queens, NY

- Oversaw the bridge contracts valued at \$12M
- Utilized the NYS CEES computer program for processing contractors' monthly payments
- Responsible for reviewing daily construction reports from (10) inspectors reports
- Conducted accuracy checks of all payment items computations regarding the as-built progress for daily records, submitting an Excel spreadsheet report, documenting the work, and authorizing the City to generate payment
- Performed daily computer data entries for construction field work progress based on inspectors' reports
- Ensured that all records were organized according to the Manual for Uniform Record Keeping (MURK)
- Reviewed Time &Material expenditures, submitted by contractors, for unnecessary charges

04/2006 - 08/2006

Office Engineer

HDR Engineering, Inc., New York, NY

Fort Hamilton Parkway, Micro-Tunnel, 78" of RCP, Combined Sewer, Brooklyn, NY

- Oversaw the implementation of combined sewer pipe, fire department manhole and boxes, water main, and fire hydrant, valued at \$10M

05/2005 - 07/2005

Inspector

KS Engineering, Newark, NJ

Taconic State Parkway, Putnam County, Westchester, NY

Region 8

- Inspected new installations of the parkway safety rumble strips in outer boundaries of lanes, and other related area projects valued at \$24M

08/2004 - 05/2005

Office Engineer

HDR Engineering, Inc., New York, NY

Early Action Surveillance System, Staten Island Expressway, Staten Island, NY

Region 11

- Oversaw the implementation of highway poles and webcams valued at \$11M
- Conducted accuracy checks of all payment item computations regarding the as-built progress for daily records, received progress reports from inspectors, submitting reports through the CEES program, documenting the work, and authorizing the State of New York to generate payment

Education and Certifications:

Payroll Training Certificate, 2008

DOT Movable Bridge, New York, NY

Concrete Testing Certificate (Training Only), 1998

Department of Design and Construction (DDC), Long Island City, NY

NYS Engineer-In-Training Certificate (EIT), 1997

New York State Education Department of Professional Engineers, Pratt Institute, Brooklyn, NY

Master of Civil Engineering, 1994

Polytechnic University, Brooklyn, NY