

# John Smith, B.S.

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## MECHANICAL ENGINEER

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Skilled professional with a Bachelor of Science in Mechanical Engineering and an Energy Systems Concentration. Over 10 years experience in project management, risk management, client communication and environmental, health and safety initiatives with strong technical expertise. Resourceful, analytical and detail-driven with capabilities in completing multiple projects with competing deadlines. Aggressive in identifying and resolving inefficient operational processes. Mentor and guide junior employees.

Strong team member; able to motivate others to achieve optimal production rates while maintaining safety methods and practices. Reliable follow-through skills, fulfilling all administrative requirements from field activities. Clear communicator, both oral and written. Strong interpersonal skills; interface effectively with coworkers, management, clients and customers. Excel in unpredictable and hectic environments.

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## AREAS OF EXPERTISE

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- Environmental, Health & Safety Initiatives
- Project Planning & Execution
- Strategic & Tactical Planning
- Organizational Development
- Budget Implementation & Cost Control
- Time Management & Prioritization
- Risk Assessment & Management
- Process & Performance Improvement
- Client & Vendor Satisfaction
- Financial Data Analysis
- Prioritize & Execute Tasks in High-Pressure Situations
- Work Effectively in a Team-Oriented, Collaborative Environment
- Quality Assurance Testing
- Autodesk, Minitab Statistical Software, Maple 8
- Microsoft Office, Project & Visual Basic
- Borland C ++

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## EDUCATION/CERTIFICATION

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- **Bachelor of Science, Mechanical Engineering, Energy Systems Concentration**  
Rensselaer Polytechnic Institute (RPI), Troy, New York...2000-2004  
75 Credits Completed towards a BS in Computer Systems Engineering
- **New York State Certified Engineer in Training (EIT)...**2005-Present

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## CAREER HISTORY

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### **AKF Engineers, New York, New York** **Mechanical Engineer...** Feb. 2005-Present

Provide day-to-day leadership for team and ensure ongoing communication with clients as the primary point of contact; manage several simultaneous projects ensuring goals, timelines, resources and budgets are aligned; monitor progress and deliverables against plans and mitigate issues when they arise; maintain communication on project progress, issues and risks

- Cultivate relationships with clients to discuss current and future business opportunities; liaise between clients and project team to ensure clear and accurate communication during the design and construction phases; consult with Senior Vice Presidents, Facilities Managers and Engineering Directors to evaluate scope of work for developing and delivering proposals
- Appointed member of technical committee to develop quality control and assurance standards; update company standards and act as technical specialist within group
- Guide junior engineers on technical standards, codes and preferred engineering practices and principles
- Review and edit draft invoices to ensure accuracy of billings and evaluate profitability of projects
- Attend project meetings representing all disciplines to discuss design and resolve any issues which may arise; perform detailed inspections following completion of construction to guarantee quality assurance; survey and analyze projects to develop reports for clients on technical feasibility and financial payback
- Theoretically analyze building systems to offer clients cost-effective solutions to repair existing problems