

# JOHN DOE, EIT

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## Education

### B.S. in Civil Engineering, 2018

Aug. 2016 – Dec. 2018

Generic State University

GPA: 3.61 | Dean's List, Fall 2016- Spring 2018 | "Top Geotechnical Design" in CE485: Senior Design (Capstone)

### American Degree Transfer Program (ADP)

Aug. 2014 – Jul. 2016

Jane Doe's University

Dean's List Fall 2014 – Spring 2016 | ADP Valedictorian, Class of Summer 2016

## Certifications

Engineer in Training, EIT ([Verification Link](#))

Generic State Certified Storm Water Pollution Prevention Plan Designer

Expires: February 2021

Generic State Certified Construction Site Pollution Prevention Inspector

Expires: April 2021

## Work Experience

### Project Intern

May 2018 – Aug. 2018

#### Generic Company I

Generic City, Malaysia

- Assisted in design of bored piles for condominium project, and subsequently observed and ensured piling construction and tests were conducted as planned
- Acted as company representative on-site to relay information between the office and site, ensuring smooth lines of communication were established
- Studied the principles of ground improvement through case studies to better understand soil settlement mitigation
- Drafted cross-sections of sites, boring logs and foundation plans using AutoCAD

### Project Intern

May 2017 – Aug. 2017

#### Generic Company II

Generic City, CA

- Assisted civil engineer in drafting of grading, drainage and building plans through AutoCAD
- Performed design calculations of drywells and site gradation, and wrote project reports using Excel and Word
- Collected soil samples from job sites and carried out tests on samples for analysis of physical properties in the soil laboratory
- Accompanied site inspector to ensure instructions to contractors were carried out

## Skills

AutoCAD | Civil3D | Slope/W | Microsoft Office | Revit | EPANet 2.0 Hydraulic Modelling

## Leadership/Activities

### Engineers Without Borders

Sep. 2016 – Dec. 2018

#### Winter 2017 Travel Team Member

- Travelled to Ghana as part of the travel team to oversee first implementation phase of the project
- Conducted *in-situ* soil tests using a hand penetrometer in a test pit to estimate soil bearing capacity
- Conducted topographic survey of village project site and drafted topographic map using Civil 3D

#### Elevated Tank, Group Lead

Jan. 2018 – May 2018

- Led the elevated tank group to conduct research and design a water storage tank for use in the water distribution system
- Coordinated with water distribution group regarding hydrology and hydraulic design of system to optimise water pressure and refill rate of system

### ADP Student Union

Jan. – Dec. 2015

#### President

- Managed a team of 30 people throughout the academic year, delegated responsibilities and ensured they were carried out competently
- Acted as a liaison between student body and management and brought student issues to the attention of the management

### International Society of Educational & Cultural Exchange (ISECE)

Dec. 2015 – Apr. 2016

#### Japan English Camp Facilitator

- Planned and organized English camp for 4 months by devising a structured curriculum involving activities and lessons suited for children aged 6 – 14
- Travelled to Japan to teach Japanese children English for 10 days