



# Melissa Jackson

## Civil Engineer

4759 Sunnydale Lane, Plano,  
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123-456-7890  
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Dedicated Civil Engineer with 14+ years of experience. Focused on helping cities design cost-effective, environmentally conscious infrastructure. Consistently finish projects ahead of time and within budget. Adapt readily to new work challenges and conditions. Master's Degree in Civil Engineering.

## Professional Experience

### City of Davidson Senior Civil Engineer

May 2019 - Present

- Lead 20 project employees (including in-house staff, external contractors, and subcontractors) to complete projects quickly and safely
- Draft designs per all project and legal requirements
- Attend meetings and discuss project details with contractors, city officials, and the general public
- Prepare detailed cost estimates and develop designs for transport systems

### RSA Engineering Civil Engineer

July 2009 - April 2019

- Wrote detailed daily QA plans and reports
- Produced accurate technical specifications and data sheets
- As onsite engineer for large projects, oversaw clients and contractors to ensure on-time completion
- Monitored inventory and ordered new materials in line with ~\$1M budget

## Education

Master of Science (MS) in Civil Engineering  
Georgia Institute of Technology, Atlanta, GA

| August 2009

Bachelor of Science (BS) in Engineering  
Thayer School of Engineering, Dartmouth, Hanover, NH

| August 2007

## Certifications

Licensed Professional Engineer -  
Civil Engineering  
State of North Dakota

## Key Skills

- City of Fargo Building Codes
- Complex Problem-Solving
- Computer-Aided Design (AutoCAD, Civil 3D)
- Cross-Functional Coordination
- Data Gathering & Analysis
- Land Development Planning
- Project Management
- Stakeholder Relations Management
- Team Leadership & Motivation
- Technical Documentation