

JANIS MILLER

19184 RICE CLIFF, LOS ANGELES, CA

PHONE

+1 (555) 123 5077

EXPERIENCE

SCHUPPE, CREMIN AND FEIL

06/2018 – present

Los Angeles, CA // *Graduate Civil Engineer*

- Engage in a team environment, working closely with project managers and co-workers to complete work programs
- Safely performing work, both in the field and office, and operating vehicles on behalf of the company
- Perform engineering design calculations and prepare construction documents, including engineering drawings, specifications, and bid documents, for a variety of environmental site remediation projects
- Serve as a resident engineer / site lead for construction quality assurance
- Be willing and able to work on projects involving landfills and other lined structures, underground facilities, and other civil applications

LEANNON-LEMKE

04/2014 – 04/2018

Los Angeles, CA // *Graduate Civil Engineer*

- Assist with writing proposals, reports, cost estimating, specifications, and permit documents with senior technical advice and review
- Handle equipment, including operation, calibration, and maintenance, in accordance with regulatory requirements
- Coordinate and provide oversight of subcontractors (e.g., surveyors, laboratories, drillers)
- Document field activities (e.g., field forms, field notebooks, daily reports) and verbally communicate site conditions, observations, and activities
- Travel for out-of-town project opportunities
- Work outdoors in all seasonal weather conditions

EDUCATION

OTIS COLLEGE OF ART AND DESIGN

Bachelor's in Civil Engineering

SKILLS

- Demonstrate initiative, tenacity and excellent communication skills
- Logical thinker with a willingness to learn
- Resilient and a flexible approach to working
- Results driven with strong communication skills
- Previous work estimation experience will be an added advantage
- Interpret subsurface conditions and prepare investigation records (e.g., borehole logs)
- Contribute to environmental monitoring and technical reports, including compiling field and analytical data
- Storm water flow and retention calculations, pumping and piping design skills