JOHN CLARK

Project Engineer

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📞 (123) 456-7890
📍 Dallas, TX
in LinkedIn

EDUCATION

Bachelor of Science
Civil Engineering
University of Texas

📅 2012 - 2016
📍 Austin, TX

SKILLS

- Microsoft Project
- AutoCAD
- Revit
- Tableau
- Procore
- SharePoint
- RiskWatch
- Primavera P6
- Microsoft Teams
- IBM Maximo

CERTIFICATIONS

- Project Management Professional (PMP)

WORK EXPERIENCE

Project Engineer

McCarthy Building Companies, Inc.

📅 2022 - current   📍 Dallas, TX

- Produced 257 detailed construction drawings through AutoCAD, reducing time lags and queries from the construction team by 32%.
- Conducted regular risk assessments using RiskWatch, tracking down 14 project risks **which shrunk 26% of unforeseen project delays.**
- Optimized critical paths in 57 projects with Microsoft Project, leading to a 12% faster completion for urgent projects.
- Oversaw the creation and resolution of RFIs using Procure, lowering the average RFI turnaround time by 22%.

Assistant Project Engineer

Balfour Beatty US

📅 2020 - 2022   📍 Dallas, TX

- Assisted in the integration of Revit models into construction workflows, **shortening the pre-construction phase by 13%.**
- Created data visualization reports in Tableau to actively monitor the progress of projects, leading to quicker decision-making and a 16% reduction in project delays.
- Administered the use of IBM Maximo with the company's ERP system, automating asset procurement and decreasing procurement lead times by 19%.
- Coordinated with a team of 11 project managers to build standardized scheduling templates in Primavera P6, minimizing project setup time by 2.8 hours.

Project Coordinator

Bechtel Corporation

📅 2018 - 2020   📍 Houston, TX

- Collaborated with project managers on 43 projects, **resolving 96% of project blockers within 28 hours.**
- Designed SharePoint workflows for automating the approval process, cutting down the task completion time by up to 1.7 hours.
- Initiated a resource allocation strategy that lowered project manpower costs by 11%, ensuring all resources and equipment were used most economically.
- Developed a series of workflows in Microsoft Teams to help automate project status updates, downsizing manual reporting time by 24%.