Maen Hijazi

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EDUCATION

• The George Washington University, Washington DC Bachelor of Science, Civil and Environmental Engineering, GPA 3.3

May 2014

• Fundamentals of Engineering Exam (FE/EIT), expected

Jul 2014

RELEVANT COURSES

Design/Cost Analysis Reinforcement Concrete Structures Design I, II Foundation Design Highway Engineering & Design Hydraulics Design Contracts and Specifications
Metal Structures Design I, II
Soil Mechanics
Materials Engineering
Water/WasteWater Treatment I, II

EXPERIENCE

Prince George's County Department of Public Works and Transportation, Largo, MD Construction Management Intern

May 2013 – Aug 2013

- Ensured contractor compliance with contract drawings and specifications on County road and bridge construction projects
- Performed site inspections and submitted daily construction progress reports to supervisor
- Coordinated construction and material testing with third party inspectors and contractor
- Calculated actual work quantities and compared it with planned quantities and invoice quantities
- Evaluated contractor invoices and change orders
- Reviewed contractor payroll sheets for compliance with prevailing wage laws

Stantec Inc., Laurel, MD

Structural Intern Jun 2012 – Jul 2012

- Performed bridge inspections on a contract for the Baltimore City Department of Public Works
- Created and updated structural bridge evaluation reports
- Labeled bridge inspection results in bridge CAD drawings
- Created internal rental equipment pricing sheet for use on multiple structural inspection projects

SKILLS

Engineering Software: MicroStation, AutoCAD, Pro E, MATLAB, FORTRAN, Risa 2D, STAAD.Pro

Computer Software: Microsoft Office (Word, Excel, PowerPoint, and Project)

Language: Fluent in Arabic

ACHIEVEMENTS AND AWARDS

Saudi Ministry of Education, Academic Excellence Scholarship	Aug 2009 – Present
Prince George's Community College Dean's List	Aug 2009 – May 2011

EXTRACURRICULAR ACTIVITIES

Member, the American Society of Civil Engineers	Feb 2013 – Present
Member, the American Concrete Institute	Feb 2013 – Present
Vice President, Muslim Student Association	Sep 2010 – May 2011
Soccer Team Member, Prince George's Community College	Sep 2010 – Jul 2011