

HARRY CHEN

3B CIVIL ENGINEERING, UNIVERSITY OF WATERLOO

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☎ (647) 964-2693

📍 Richmond Hill. Ontario

SUMMARY

- Experienced in reviewing, creating, and editing numerous types of drawings in Civil3D, AutoCAD, and Bluebeam Revu
- Strong communication, organization and time management skills while working both in office and from home
- Demonstrated initiative, problem solving, and teamwork by collaborating with co-op and full time co-workers on tasks
- Knowledgeable on common industry standards, procedures and documents on contractor and government sides

SKILLS

Industry Knowledge	• Experienced with Ontario and Canada standards/design guidelines (OPSS, TAC), and York/Durham region requirements	Software Skills	• Civil3D (drafting, vehicle tracking, and more) • Excel (data organization, calculations, and lists) • Bluebeam Revu (drawing review/comments)
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EXPERIENCES

DEVELOPMENT ENGINEERING STUDENT, THE REGIONAL MUNICIPALITY OF YORK - CORPORATE SERVICES

MAY 2021 – AUGUST 2021

- Digitized and organized over 20 years of backlogged securities from development projects in York Region, which were then used by project coordinators to complete old projects from home
- Facilitated the release of stale securities of over \$500 000 in value by contacting developers professionally, requesting as-builts, certificates of completion, and statutory declarations, and then scrutinizing the files
- Analyzed and commented on pre-submission consultations for development projects by reviewing conceptual site plans, ensuring they meet regional bylaws and standards, and comparing against Region Capital projects

CIVIL ENGINEERING ASSOCIATE, REGIONAL MUNICIPALITY OF DURHAM – PUBLIC WORKS

JANUARY 2020 – APRIL 2020 AND SEPTEMBER 2020 – DECEMBER 2020

- Created, reviewed, and edited numerous Civil 3D base plans, alignments, profiles, surfaces, cross sections, and landscaping drawings for tender on major regional road reconstruction projects
- Worked on or reviewed results of sub-tasks for works projects, including sewer CCTV analysis, quantity checks, soil data collection, landscape planning, commercial property info collection, and bridge report review
- Led a research project by the Works department to determine feasibility of changing design speed standards by analyzing success of standards from other municipalities and presented results in a concise manner to executives
- Performed calculations and error checks on estimations, quantity take-offs, and drawings before final submission accurately with tight time constraints

PROJECT ADMINISTRATOR, ARK GROUP CONSTRUCTION & DEVELOPMENT INC.

MAY 2019 – AUGUST 2019

- Coordinated important tasks in several phases of construction such as deliveries, inspections, site visits and worker schedules, and documented any missing work or materials to PMs to minimize delay
- Created detail and shop drawings in AutoCAD for millwork on project sites and performed reviews of existing drawings for errors in estimation and dimensions
- Managed day to day schedule and work time efficiently between office and site work while adapting to urgent or priority tasks

EDUCATION - UNIVERSITY OF WATERLOO - CANDIDATE FOR BASC. CIVIL ENGINEERING, 2018-2023

Relevant Courses: transportation principles & applications, traffic sim modelling & applications, structural analysis

Awards: Prof. Khaled Soudki Bridge Design Competition – 1st place

Activities and Interests: Chinese Student Association, Dragon Boat, Badminton, Fitness, Formula 1