

# MARK TAN

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## SUMMARY OF SKILLS

- Project Management: project scheduling and coordination, public engagement/open houses
- Construction: site supervision and inspection, engineering drawing review, technical report writing; working experience with development processes (site plans, subdivisions, zoning by-law amendments, etc.)
- Air, Water, and Soil Sampling: borehole logging, sieve analysis, compaction testing, water quality testing
- AutoCAD: taught a university-level course to 235 students on drafting engineering drawings (site plans, grading plans, site servicing plans, stormwater management plans, etc.)
- Other Software: Microsoft Office Suite, Civil 3D, HEC-RAS, Bluebeam, Photoshop; quick and adaptable learner with unfamiliar software

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## EDUCATION

### University of Waterloo

BASc Environmental Engineering (Incoming 4th year)

Waterloo, ON

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## COOP EXPERIENCE

### Town of Innisfil

Capital Engineering

Sep 2019 – Dec 2019

Innisfil, Ontario

- Managed road reconstruction and rehabilitation projects ranging from small- to large-scale (\$10M) by coordinating with the different parties to meet project timelines.
- Reviewed engineering drawings in accordance with the Town of Innisfil Engineering Standards, MTO, TAC, and other technical references.
- Performed inspections for roads, culverts, and Stormwater Management (SWM) ponds to ensure construction is built to specifications. Prepared detailed deficiency lists.
- Supervised construction processes (grading, paving, hydrovac, tree clearing, etc.) for roads, parks, and beaches while utilizing proper PPE and safety guidelines.
- Prepared contract documents (change order, request for tender, etc.) for capital projects.

### Town of Innisfil

Development Engineering

May 2018 – Aug 2018

Innisfil, Ontario

- Exhibited excellent attention to detail by reviewing engineering drawings (site plans, grading plans, stormwater management plans, pre- and post-development drainage plans, etc.) and reports based on the Town of Innisfil Engineering Standards and sound engineering judgement. Knowledgeable in LID BMP features (infiltration trenches, rain gardens, etc.).
- Prepared legal agreements and other correspondence between the Town and Developer.
- Coordinated with engineers and technologists to facilitate Environmental Compliance Approval (ECA) applications. Trained my supervisor and other Professional Engineers in the ECA review process.
- Served as the point person for the Town's ECA Transfer of Review. Communicated with the MECP and engineering consultants for a streamlined approval process.
- Represented the municipality in pre-consultation meetings with consultants and residents.

## University of Waterloo

Civil/Environmental Engineering Fundamentals Teaching Assistant

Sep 2017 – Dec 2017

Waterloo, Ontario

- Trained and mobilized 12 survey groups for a 4-week surveying course. 100+ hours surveying experience with the Sokkia Total Station and Sokkia Differential GPS.
- Co-developed a term project regarding an LID parking lot which covered proper functional servicing report guidelines, bioretention cell design, and hydrologic calculations (Rational Method).

## University of Waterloo

Engineering Outreach Activity Developer

Jan 2017 – Apr 2017

Waterloo, Ontario

- Demonstrated communication skills by effectively conveying complex science and engineering concepts to middle and secondary school students.
- Exhibited leadership skills by managing a team of 10+ volunteers in running the UW Engineering Outreach Senior March Break Camp.
- Displayed a strong work ethic and excellent time management skills by meeting multiple deadlines for the UW Engineering Outreach.

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### EXTRACURRICULARS

#### School Clubs

UW Energy Club; UW Engineering Society

#### Hobbies

Cooking for my family and friends; Weightlifting; Playing the ukulele; Snorkeling

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### ADDITIONAL INFORMATION

#### Class G Driver's License

With access to a personal vehicle