

Molly Swan
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Resume Summary

Resourceful project engineer with 5+ years of experience setting objectives and coordinating project progress. Seeking to improve quality, scheduling, and risk management at Valley Associates International. At Kennedy & Ansaldo, facilitated 10 construction projects with budgets over \$1M, on time and under budget.

Work Experience

Project Engineer

Kennedy & Ansaldo, Dallas, TX

March 2015 – August 2020

- Coordinated 10 projects with budgets in excess of \$1 million, including 2 projects worth \$20 million each.
- Collaborated with teams of 200+ contractors to complete projects within deadlines and 5% under budget on average.
- Prepared 50+ project estimates that facilitated winning \$70 million in new construction contracts.
- Managed weekly and monthly CPM schedule updates that helped cut 5% of budgeted time on average from 10+ project assignments.
- Prepared weekly & monthly reports for project managers.
- Built relationships with 50+ clients that contributed materially to over \$50M in repeat business.

Project Supervisor

Curran & Dana, Dallas, TX

March 2013 – Feb 2015

- Used AutoCAD to create 20+ project designs used by the project engineer.
- Trained 3 employees in use of AutoCAD and Civil3D.
- Assisted with scheduling of 8 municipal projects with budgets over \$30M.

Education

BS in Civil Engineering

Rice University, TX

- President, Student Design Committee
- Recipient, Alfred L. Smales Design Award

Certifications

- 40-hour HAZWOPER, OSHA.com

- AutoCAD Certification, Autodesk

Core Skills

- **Hard Skills:** setting project objectives, monitoring progress, scheduling, AutoCAD
- **Soft Skills:** interpersonal skills, communication, leadership, collaboration

Member, National Society of Professional Engineers

- Teach annual PDH classes in project engineering to 40+ students.
- Spoke on panel about CPM at 2018 conference to 200+ attendees.