

Kai Hong Poon

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PROFESSIONAL SUMMARY

- 2 years of experience in construction management and project coordination within developer, general contractor, and consultant firms, which involved both foundation and superstructure work of high-rise building projects.
- Demonstrated strong teamwork skills through active collaboration with owners, consulting engineers, and subtrades during two years of industry experience.
- Experienced in utilizing AutoCAD, Autodesk Revit, Navisworks, and Microsoft office suite for preparing construction documents and managing projects.

EDUCATION

MEng (Crse) in Civil and Environmental Engineering, Construction Engineering and Management The University of Alberta (Full-Time), Edmonton AB GPA: 4.00/4.00	Sep 2023 to Present
BSc (Hons) in Building Engineering and Management With First Class Honours The Hong Kong Polytechnic University (Full-Time), Hong Kong GPA for Award: 3.86/4.00	Sep 2019 to Jun 2021
Higher diploma in Building Technology & Management (Engineering) With Distinction The Hong Kong Polytechnic University (Full-Time), Hong Kong GPA for Award: 3.71/4.00	Sep 2017 to Jun 2019

WORK EXPERIENCE

Graduate Engineer Henderson Land Development Company Limited, Hong Kong	Jun 2021 to Jul 2023
<ul style="list-style-type: none">• Prepared tender documents and designed preliminary master programme, project schedules, site layout plan, site logistics plan, etc.• Supervised and coordinated sub-trade work to ensure efficient operation in the comprehensive residential redevelopment project, Baker Circle, with over 1,000,000 sq. ft.• Conducted drawings coordination and project meetings with designers, including architectural, structural and MEP coordination, and distributed the shop drawings to sub-trade• Prepared and distributed the contract documents, meeting minutes, RFIs, award letters, site memo, site instructions, change orders and other documents, as needed• Assisted in site supervision and site health, safety, and environmental (HSE) inspection of foundation works of a Landmark project• Reviewed and monitored the actual construction progress to ensure that it is aligned with the schedule	
Engineering Trainee Able Engineering Holdings Limited, Hong Kong	Jun 2020 to Jul 2020

- Monitored the site progress and ensured the construction quality of a public housing development project which is widely adopted prefabrication, Wo Tin Estate, with four towers
- Obtained and submitted specifications and plans to the permitting authorities and consultants for approval and permits
- Conducted deficiency walks and updated deficiency logs in a residential building project

BIM Trainee

Jun 2019 to Aug 2019

WSP Hong Kong Limited, Hong Kong

- Created and updated BIM models by using Revit for the commercial development project of the SOGO Twin Towers, a new landmark in Hong Kong
- Utilized Navisworks and BIM Track for MEP coordination to address conflict and challenges faced in the project
- Conducted clash detection to identify the potential clash in the project and address it with the project team

COMMUNITY SERVICE

Group Leader

Sep 2020 to Apr 2021

The Society of Boys' Centres Hui Chung Sing Memorial School, Hong Kong

- Organized and managed over 10 school activities for secondary school students
- Planned and held regular meetings with teammates to ensure effective communication, collaboration, and alignment on project goals and tasks

Supervisor

Jul 2018 to Aug 2018

Maintenance Project for the Ebenezer School and Home for the Visually Impaired, Hong Kong

- Planned work schedule and set goals to ensure the project was completed on time and had good quality
- Led a working team of 4 colleagues and allocated work duties to each member based on their skills, strengths, and interests.

PROFESSIONAL MEMBERSHIPS

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|---|--------------|
| • Student Member, American Society of Civil Engineers | 2024 |
| • Student Member, Canadian Society for Civil Engineering | 2024 |
| • Graduate Member, The Hong Kong Institution of Engineers | 2021 to 2023 |
| • Student Member, The Chartered Institute of Building | 2021 |

AWARDS & CERTIFICATIONS

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| • Dean's Honours List 2021, The Hong Kong Polytechnic University | Nov 2021 |
| • Certificate of Excellence, The Chartered Institute of Building (CIOB) | Aug 2021 |
| • The Real Estate Developers Association of Hong Kong Scholarship | Jul 2021 |
| • The Society of Builders, Hong Kong Scholarship | May 2021 |

TECHNICAL SKILLS

- Computer: Proficient in Autodesk Revit, Navisworks, AutoCAD, and BIM Track
- Data Engineering: Python, SQL, relational database, data mining
- Languages: Native in spoken and written Chinese, Proficient in spoken and written English