

# Kai Hong Poon

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## PROFESSIONAL SUMMARY

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- 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

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

## WORK EXPERIENCE

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

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- 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