

Drew Dutton
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30 Forensic Engineering
40 University Avenue, Suite 800
Toronto, ON
M5J 1T1

Dear Mr. Parkinson,

My supervisor, Dr. Susan Tighe, distributed an email you shared in January in regards to an immediate opening with 30 Forensic Engineering. Despite the interesting job description, I felt that given the uncertainty regarding my graduation date it would have been premature for me to submit an application. However, I can now say with more certainty that I will be completing my Master's of Applied Science in Civil Engineering, during the summer of 2018. I came across your posting on Indeed, and it would seem that perhaps the opportunity to apply has not passed me by. My thesis focus is on gravel runway strength testing. During the course of my studies, I have had the pleasure of studying structural pavement design, pavement asset management, transportation planning (including an introduction to Synchro), and a variety of other transportation and materials courses. If you are looking for a motivated, charismatic, and versatile candidate to join your team, I am certain I could meet and exceed your expectations.

I completed my Bachelor of Applied Science, Honours in Civil Engineering at the University of Waterloo in June of 2016. The co-operative education program provided the opportunity for 6 term-long work placements, where I gained experience in Heavy Civil/Mining, Project Management, Materials Testing and QA/QC, and Building Science. I also had the privilege to volunteer in a variety of roles around campus. I particularly enjoyed my time serving on the Board of Directors for the Waterloo Engineering Endowment Fund, where we managed a \$12M fund dedicated to improving the undergraduate engineering educational experience.

In every facet of life, I have been consistently praised for my interpersonal skills. Whether in an academic or professional environment, I am a hardworking team player that brings out the best in those around me. I am a strong communicator, both verbally and in writing. I welcome the opportunity for mentorship under supervision, and I am confident enough to work efficiently on my own. I hope to leverage my critical thinking, interpersonal skills, and strong work ethic into a successful role with 30 Forensic Engineering.

After reviewing my resume, I hope you will agree that I am the type of skilled, versatile, and resourceful candidate you are looking for. Please contact me at 226-989-2478 or via email at duttonda@gmail.com to arrange a convenient time to meet. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Drew Dutton

Drew Dutton

MASc Candidate, EIT

8579 Appleby Line
Campbellville, ON, L0P 1B0

duttonda@gmail.com
Mobile: 226-989-2478

SKILLS SUMMARY

- Academic focus in pavement mechanics, maintenance and rehabilitation, and pavement design
- Experience in project management including planning, execution, and reporting
- Familiarity with engineering drawings and specifications
- Ability to work effectively independently or in teams, including small team supervision
- Sound understanding of statistical analysis including experimental design
- Proficient with MS Suite, including Project
- Adept written and oral communication, competent in French
- Member of the PEO EIT program; Class G licensed driver

WORK EXPERIENCE

Project Manager, BioProcess Assist Ltd., Campbellville, ON, January 2015 – December 2015 & May 2012 – August 2012

- Project Manager for the construction of a 3900 sqft hybrid stick frame/post-and-beam building, as well as a 1600 sqft two-storey post-and-beam building
- Day-to-Day management of construction site and trades
- Prepared and submitted Permit to Construct applications for Town of Milton, including preparation of site plans, landscaping plans, and linking of Niagara Escarpment Commission and Conservation Halton permitting requirements
- Developed project budget and maintained project financial spreadsheets
- Created and maintained project timeline with Microsoft Project

Field Engineer, Brown & Beattie Ltd, Guelph office, ON, May 2014 – September 2014

- Carried out building condition assessments to conduct Reserve Fund Studies and 1-Year Tarion Home Warranty Performance Audits for a variety of condominiums
- Prepared and edited numerous reports, with a keen eye for detail, to be issued to clients
- Performed cash flow analyses for the replacement of common elements over a 30-year forecast
- Supervised construction work to ensure contractor adherence to design specifications
- Displayed initiative and time management while working in a home office environment, due to spatial constraints at the Guelph office

Quality Control Technician, Con Cast Pipe, Guelph, ON, September 2013 – December 2013

- Responsible for ensuring pre-cast concrete product conformance to engineering specifications (reinforcement cage, pre pour, and post pour inspections)
- Conducted fresh concrete testing to determine concrete adherence to design requirements; undertook compressive strength testing
- Evaluated and troubleshoot non-conformances with a focus on increasing efficiency

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Project Coordinator, North American Construction Group Ltd., Fort McMurray, AB, January 2013 – April 2013

- Monitored daily work completed for invoicing on unit-rate and hourly basis
- Internally tracked work completed and estimated productivity to increase accuracy of future bids
- Tracked equipment availability and utilization of a 200 piece machine fleet with the objective of minimizing equipment down time and improving efficiency
- Extensive redesign of Excel spreadsheets to improve user accessibility and increase monitoring accuracy

Guest Host, Nicklaus North Golf Course, Whistler, BC, April 2011 – August 2011

Lead Hand and Fleet Champion, Whistler Blackcomb Four Seasons Ski Valet, Whistler, BC, November 2010 – March 2011

Landscaping and Yard Management, self-employed, Campbellville, ON, 2008 – 2010 (seasonal)

EDUCATION

Candidate for Masters of Applied Science, Pavement – Civil Engineering, University of Waterloo, Waterloo, ON, September 2016 – Present

Research focus on gravel runway strength testing, under supervision of Dr. Susan Tighe. A variety of pavement structures were tested in lab, under several compaction and moisture content levels, using two different test methods. An experiment was conducted modelling the confining effect. Noteworthy courses include:

- Airport Planning and Engineering
- Pavement Design and Management I
- Statistics in Engineering
- Topics in Transportation – Innovative and Sustainable Materials
- Teaching Assistant to CivE 280 – Fluid Mechanics, May 2017 – August 2017
- Course Assistant to EnvE 280 – Fluid Mechanics, January 2017 – April 2017

Bachelor of Applied Science, Civil Engineering, Honours, Co-operative Program, University of Waterloo, Waterloo, ON, June 2016

Transportation Association of Canada Foundation – 2015 Peto MacCallum award recipient, University of Waterloo, Waterloo, ON

Vice President Education, Engineering Society, University of Waterloo, ON, January 2013 – April 2014

- Responsible for understanding and determining the core concerns from within the diverse and varying opinions of the Undergraduate body
- Mentoring and counselling on an individual basis for any issues pertaining to a student's academic success
- Implement bi-weekly Council meetings, in addition to attending various Faculty Academic Councils and Committees

Ontario Secondary School Diploma, Milton District High School, Milton, ON, June 2010

- Ontario Scholar; Certificate in French Immersion
- School Representative: Tools for Tolerance program. Attended trips to:
 - The Simon Wiesenthal Museum of Tolerance, New York, May 2008
 - Auschwitz, Poland, October 2008

VOLUNTEER EXPERIENCE

Graduate Advisor, Civil, Environmental, and Geological Engineering Society (undergraduate), Waterloo, ON, September 2016 - Present

Course Marshall, Krankworx, Whistler, BC, July 2011

Camp Counsellor, Milton District High School's Wilderness North, Milton, ON, September 2009

Hockey Skills Instructor, After School Hockey Skills, Guelph, ON, 2006 – 2007 (seasonal)

ACTIVITIES AND INTERESTS

- **Waterloo Engineering Endowment Foundation (WEEF) Board of Directors Member and Class Representative**, September 2011 – April 2016
- **Canadian Society of Civil Engineers (CSCE) Student Chapter President**, September 2012 – August 2015
- **Piano**, Royal Conservatory of Music Grade 6 Honours, May 2010
- **Hockey**, AA and AAA level, September 2001 – April 2010
- Enjoy hiking/mountaineering, history, reading, canoeing, skiing, snowboarding, hockey, tennis, and golf