

Norman Lun, EIT

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January 1, 2019

Re: Job Application for Associate, Civil Engineer, Structural and Building Science

Dear Hiring Manager,

I am writing to apply for the position of Associate, Civil Engineer, Structural and Building Science at 30 Forensic Engineering. I hold a bachelor's degree in civil engineering with a specialization in structural engineering. I spent the past four years as an EIT at EXP Services and CMS Building Consultants & Engineers. I bring with me an extensive background in building science with construction and project management experience.

I have been involved in all stages of a project life cycle from the initial design stage to project management. This includes performing engineering calculations, preparing drawings and specifications, tendering out projects, performing site reviews, interfacing with clients and contractors, and performing contract administration duties. I have gained comprehensive knowledge of standard construction details, building codes, and engineering principles. I am also a quick learner, hard worker, and a good team player.

Thank you for taking the time to review my application. I look forward to speaking with you in person.

Yours sincerely,



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SUMMARY OF QUALIFICATIONS

- Experienced in project management, site inspection, engineering design and calculation, preparing drawings, and preparing reports
 - In-depth knowledge of building science and construction, including roofing systems, building envelopes, mechanical/electrical systems, construction materials and methods
 - Strong communication skills with ability to maintain professional working relationships
 - Strong organizational and time management skills with the ability to prioritize, multitask, take ownership of issues and follow through with resolutions
 - Ability to work independently and collaboratively with others while maintaining an energetic and positive attitude
 - Completed Work at Heights Training with experience working on swing stages and roofs
 - Proficient with SAP2000, STAAD Pro, AutoCAD, WinEst, Bluebeam, MS Office
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EDUCATION

Ryerson University

June 2014

Bachelor Engineering in Civil Engineering (Structural Engineering Option)

Relevant Coursework: *Structural Steel Design, Structural Concrete Design I & II, Computer-Aided Structural Analysis, Structural Building Systems, Project Management, Civil Engineering Systems, Foundation Engineering*

Meadowvale Library & Community Centre Redevelopment (Capstone Design Project)

6677 Meadowvale Town Centre Circle, Mississauga, ON

- Performed detailed design of structural steel and reinforced concrete components according to National Building Code of Canada under the guidance of a senior engineer from engineering consulting firm, Entuitive
 - Prepared drawings and modeled the building with the use of AutoCAD and STAAD Pro
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WORK EXPERIENCE

EXP Services

January 2018 - Present

Building Systems Assessor

- Prepare Building Condition Assessment (BCA) and Reserve Fund Study (RFS) reports according to ASTM E2018 and Condominium Act, respectively
- Review all building documentation including drawings, repair history, financial statements, condo declaration
- Inspect building components to review condition and identify deficiencies within the building components including roof, exterior walls, windows and doors, building structure, parking garages, interior finishes, and other site components

- Conduct interviews with building management and maintenance personnel regarding known building issues and future planning
- Determine existing condition of building components to determine remaining economic life and future replacement costs
- Perform quantity take offs and financial forecasting, including analysis of the current balance of reserve fund and historical contribution, in order to determine of the level of reserves required to meet anticipated future costs

CMS Building Consultants and Engineers

May 2016 – January 2018

Assistant Building Consultant

- Performed project management and coordination duties to ensure projects are performing according to schedule and budget
- Prepared contract specifications, drawings, and tender documents for various building rehabilitation and restoration projects
- Communicated with clients and contractors on a regular basis to provide technical information, keep them informed on project status, and resolve project issues
- Performed contract administration duties including reviewing progress draws, issuing payment certificates and change orders, and preparing close-out documents
- Conducted investigations and field testing to evaluate performance of existing buildings
- Prepared Building Condition Assessments (BCA), Reserve Fund Studies (RFS)
- Prepared and delivered presentations on report findings to clients and stakeholders

CMS Building Consultants and Engineers

August 2014 – May 2016

Technical Analyst/Site Inspector

- Performed regular site reviews to evaluate construction progress and ensure that project follows specifications, codes, and drawings
- Conducted project meetings with clients and contractors to resolve outstanding issues
- Reviewed shop drawings, field-testing results, and other submittals to ensure that work is performed according to Ontario Building Code (OBC), specifications, and site conditions
- Prepared contract drawings, site review reports, and meeting minutes

EXTRA-CURRICULAR AND VOLUNTEERING EXPERIENCE

Love Your Neighbour Club (Ryerson Chapter)

January 2013 – June 2014

President & Co-Founder

- Responsible for the direction of the club with a mandate to serve the local community and to help students to be more involved in the community through volunteer work
- Contributed to the planning and coordination of all events such as fundraisers, volunteer opportunities, outreach events, and social awareness campaigns
- Conducted executive and general meetings to address and resolve all outstanding items

Light and Love Home

Summers 2010 – 2013

Summer Camp Teacher

- Provided students with support and helped them learn material with a caring attitude
- Assisted in the preparation of lesson plans and in grading assignments
- Facilitated group meetings and engaged students to participate in classroom discussions