**Tom NGO**

647 355 5938 [k.tom.ngo@gmail.com](mailto:kien.ngo@unsw.edu.au)

PROFESSIONAL PROFILE

A well-rounded geotechnical engineer who can offer:

* Profound knowledge and demonstrated experience in geotechnical engineering design and construction inspection of civil structures including tunnels, foundations, earthworks and retaining walls
* Excellent analytical skills with experience in using structural and geotechnical engineering software including Geostudio Suite, FLAC, Plaxis, Rocscience Suite and AutoCAD
* Strong communications and interpersonal skills with ability to build good relationships with clients, team members and subcontractors

EDUCATION

**Project Management Course,** University of SydneyJuly 2017

* Improved project and contracts management skills including cost, quality, risk and people management
* Studied PMBOK (Project Management Body of Knowledge) Guide

**Master of Engineering Science (Distinction),** University of New South WalesMar 2015 – June 2017

* **Equivalent GPA of 3.3/4.0**
* Specialised in Geotechnical Engineering and Engineering Geology
* Studied part-time while working full-time

**Bachelor of Civil Engineering (Honours Class I),** University of New South WalesMar 2009 - Nov 2012

* **Equivalent GPA of 3.5/4.0**
* Achieved a mark of 100 in Structural Analysis and Modelling
* Engineering Dean’s Award in 2012 (top 2%)
* Engineering Dean’ Honours List for 6 semesters

**Higher School Certificate,** Sydney Secondary CollegeFeb 2007 - Nov 2008

* Achieved first place in Advanced Mathematics
* Average grade of 98/100

EMPLOYMENT HISTORY

**Co-Founder/Market Researcher,** HD Education | OnlineMay 2017 – present

* Build and develop an automatic tutoring platform to match university students and tutors
* Undertake market research and develop services by talking to users directly and using minimal viable product (MVP) approach
* Promote services using different techniques including network marketing, advertising, SEO, LinkedIn, Facebook, Wechat and other social media sites

**Contracts Administrator,** Traditional Restoration Company | Sydney, AustraliaOct 2017 – March 2018

**Accountabilities:**

* Prepared and reviewed contracts for building restoration works including façade and stone repairs, interior renovations and structural repairs
* Assessed contracts risks, contracts variations and progress claims
* Prepared bill of quantities for tendering projects and developed cost management systems to control costs and manage risks

**Key achievements:**

* Increased the efficiency of company administration system including tendering processes, subcontractors and clients management, profits tracking system by implementing new company policies and using effective communication skills
* Maintained projects profit margin at 20% through effective project management and people management
* Built good working relationships with clients and subcontractors by focusing on developing solutions to problems and using effective negotiation strategies

**Geotechnical Engineer,** Pells Sullivan Meynink | Sydney, AustraliaOct 2012 – Apr 2017

**Accountabilities:**

* Undertook engineering design and inspection services of civil infrastructures including tunnels, foundations, dams, earthworks and retaining walls
* Undertook slope stability analyses and slope stabilisation design and provided recommendations cost effective remedial measures to mitigate slope risks
* Developed conceptual design and optimised detail design of permanent linings of tunnels and ground support of stations excavation using Eurocode, British Standards and Australian Standards
* Undertook geotechnical inspection including geological mapping of tunnel, cross passages and stations excavation, borehole logging, foundation and earthworks inspection, soil and rock testing, CPT, SPT, DCP, ground instrumentation and monitoring
* Developed and reviewed engineering Geotechnical Interpretative Reports and Geotechnical Design Reports drawings, specifications, and technical memoranda

**Key achievements:**

* Contributed to the winning of $8 billion dollar projects in Sydney including Sydney Metro, North West Rail Link and WestConnex
* Secured more than 15 geotechnical projects through high-quality services and effective client engagement
* Built strong relationships with clients and project stakeholders through effective communication, collaboration and networking
* Undertook advanced ground-structural interaction analyses and optimised the design of stations excavation support for Sydney Metro tendering

**Engineering Tutor,** University of New South Wales | Sydney, AustraliaFeb 2011 – Nov 2012

* Guided 200 students through tutorial exercises and answered questions in a helpful manner
* Increased students’ understanding of lecture materials and engineering concepts

**Research Scholar,** University of New South Wales | Sydney, Australia Nov 2011 – Feb 2012

* Developed analytical models to forecast long term rainfall which guides infrastructure investment
* Evaluated the reliability and limitations of current practice in forecasting long term rainfall and developed new approaches to overcome those limitations
* Collaborated effectively with two professors to develop solutions to technical problems and improve productivity

**Note taker,** University of New South Wales | Sydney, Australia Feb 2011 – Jun 2011

* Took and organised lecture notes in sufficient detail for use by students with disabilities
* Presented information concisely and in a structured manner

PROFESSIONAL MEMBERSHIPS

Member of Canadian Geotechnical SocietyMar 2018 - present

Member of Engineers AustraliaMar 2009 - present

VOLUNTEER EXPERIENCE

**Event Committee,** Cancer Council NSWJan 2012 – Jun 2012

* Organised the event ‘Relay for Life’ to raise awareness and funds for Cancer Council’s service
* Discussed strategies with other committees to advertise the event and recruit teams to participate

**Engineering Mentor,** University of New South Wales Feb 2011 – Jun 2011

* Helped 5 first-year students develop study and time management skills and adapt into university life
* Provided support to students in balancing their study, part-time jobs and social life

TECHNICAL SKILLS

* Proficient in engineering software ArcGIS, AutoCAD, CIRCLY, Dips, FLAC, Geostudio Suite, Maple, Matlab, Microstran, MS Excel VBA, Plaxis, Rocscience Suite, Slide, Strand7 and Vulcan
* Proficient in project management tools MS Project and MS Excel
* Full Driver Licence

LANGUAGE SKILLS

* Fluent in English, Chinese and Vietnamese

REFEREES

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| --- | --- |
| James Ginter | Gareth Swarbrick |
| Director | Senior Principal |
| Traditional Restoration Company | Pells Sullivan Meynink |

Contact details available upon request.