**Iqra Iqbal**

Graduate, Civil Engineer

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**PROFILE:**

I am a highly motivated Civil Engineer intending to continue working in the field of project management. I have experience in managing small project, where I have attained excellent written and communication skills. I possess comprehensive knowledge of AutoCAD and have a strong work-ethic.

**EDUCATION:**

**Bachelor of Civil Engineering** Sep. 2013 – June 2018 Department of Civil Engineering, Ryerson University

*Relevant Courses Completed:* Project Management, Strength of Materials, Highway Materials, Civil Engineering systems, Transportation Engineering, Water Resources Engineering, Concrete Materials

**Ontario High School Diploma** Sep. 2009 ­­– June 2013

Marc Garneau Collegiate Institute

**PROFESSIONAL EXPERIENCE:**

**Project Manager**, Capstone Design Project: *HDR* Apr. 2017­-Apr. 2018

* Worked on a project with HDR to design an adequate storm water management system
* Provided day-to-day management and administrative support to the project manager and client
* Collected and performed analysis on data and prepared a report, summarizing the results
* Organized and maintained project related files and other related documents
* Designed and prepared preliminary drawings for alternative solutions for storm water management system using various softwares’ such as AutoCAD and Civil 3D
* Prepared project proposal, and project progress reports and submitted them to client
* Organized meetings with client and faculty advisors to ensure the project deliverables were met
* Performed cost-analysis using excel worksheet to select the most cost-effective solution for the storm water management system
* Acquired project management responsibilities including the initial phases of the project to planning and designing and consulting with the client
* Analyzed AutoCAD drawings and reports and other relevant data and provided professional advice
* Defined scope of the project and identified resources required for design phase of the project
* Held meetings with senior project manager and consultant for necessary approvals
* Completed and provided the client with detailed work progress, weekly and monthly reports
* Ensured the project was carried out in line with the Ministry of Environment and Climate and City of Toronto guidelines
* Revised the budget and cost estimates for the materials required and for the drainage system

**PROFESSIONAL EXPERIENCE:**

**Co-op Student,** *STU Consultants (part-time, evenings)* May 2014 – June 2014

* Received exercise based professional training in MS Access and Excel
* Reviewed letters, memos and reports for spelling, grammar and presentation improvements
* Conducted research on municipal infrastructure and drafted reports summarizing findings
* Received, processed and documented vendor invoices and expense receipts using MS Excel

**VOLUNTEER EXPERIENCE:**

**Logistics Coordinator,** *Canadian Society for Civil Engineering* Apr. 2015­—Apr. 2017

* Acted as a liaison for the Society with internal organizations
* Assisted with marketing, planning and coordinating all promotional events
* Promoted and increased the Civil Engineering Society awareness within Ryerson University
* Collaborated with the Architectural Society of Ryerson and Moses Structural Engineers to hold the first ever Design-Build competition at Ryerson University
* Provided engineering students hands-on opportunities and insight on Civil Engineering field work
* Assisted the executive CSCE team members with organizing and coordinating events

**Vice President Operations,** Timber Fever Competition:*Moses Structural Engineers*  Sep. 2015

* Member of executive team that developed the strategical plan of carrying out the competition
* Directed and co-ordinated the participants and the volunteers to ensure the smoothness of the event
* Acted as a liaison between external organizations, student groups and Ryerson Administration
* Ensured the participants and volunteers were well equipped with necessary information

**Volunteer,** *Ryerson Engineering Competition* Oct. 2014

* Assisted with organizing and carrying out the competition
* Organized the competition material and the competitors into their respective locations
* Worked with the organizing committee and other volunteers to ensure the event was carried out smoothly

**COMPUTER SKILLS-TRAINING COURSES COMPLETED:**

* STU – Microsoft Excel (Intermediate Level) April. 2017
* Ryerson University – Microsoft Project (Intermediate Level) Jan. 2017 – Apr. 2017
* Seneca College ­­­­–Fundamentals of AutoCAD Jan. 2018 ­– Apr. 2018

**PERSONAL PROFILE:**

Nationality: Canadian

Languages: English(mother-tongue), Urdu

Marital Status: Unmarried

*References available upon request*