

Edward E. Citadel

12345 Main Street, Anywhere US (123) 456-7890 name@citadel.edu

OBJECTIVE: A position in civil engineering leading to professional registration

SKILLS/ • Fluent in Autocad 14 • MS PowerPoint • MS Word • MS Excel
TRAINING: • Communication • Negotiation • Nuclear Repair Mechanic Certification

EXPERIENCE: **Civil Engineering Technician** 2001–Present

Davis & Floyd, Inc., Charleston SC

- Served as Designer/Drafter while attending classes in the evenings.
- Established horizontal and vertical control for sight designs.
- Assisted Project Engineer in site design and design of streetscapes and water / wastewater projects.

Engineering Aide / Procurement Agent 2000-2001

Engineering Support, Inc., Summerville SC

- Established a vendor qualification list.
- Negotiated with vendors to establish pricing and lead/delivery times.
- Developed a control system to track the arrival, storage and use of parts and components from various vendors for C-17 training simulators.

Nuclear Repair Mechanic 1994–2000

Trident Refit Facility, Kings Bay GA

- First graduate of the TRF apprentice program.
- Incorporated new resolution procedures as a member of the EEO/AA committee to reduce costs in litigation proceedings.
- First certified Nuclear Repair Mechanic at Trident Refit Facility.

Ordnance Equipment Mechanic Apprentice 1991-1994

Charleston Naval Shipyard, Charleston SC

- Served as the liaison for apprentice class to resolve issues related to base closure and the completion of apprentice training.
- Coordinated On-the-Job training with classroom study to improve the processes and cost control of current work.
- Participated in the overhaul of multiple submarines resulting in on time delivery of a quality product for the Department of the Navy.

EDUCATION: **Bachelor of Science: Civil Engineering**
The Citadel, Charleston SC May 2006

- __ GPA while working full time

Associate of Science: Engineering Science
Georgia Military College, Kings Bay GA May 2003

- Graduated with honors as a member of Phi Theta Kappa

ACTIVITIES: ASCE Student Advisory Committee ASCE student organization
EEO Advisory Council Chairperson

Professional Portfolio and References Available Upon Request