



Meena M. Al-Chqmaqchi | Civil Engineer | E.I.T.

Citrus Heights, CA

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“Authorized to work for any US employer”

SUMMARY

Junior Civil Engineer with FE certification and graduated from an ABET-accredited bachelor's program backed by successful internships. Working knowledge of the building codes and the design and analysis of concrete and steel structural members. Strong skills of a wide range of IT skills including AutoCAD (2D & 3D design), and MS Office suits, Able to function well as an independent worker, and to participates in a team.

EDUCATION & CERTIFICATION

- **Procore Certified Engineer** **Sep. 2020**
Procore Technologies
- **Certified Engineer in Training (EIT)** **Feb. 2020**
National Council of Examiners for Engineering and Surveying, California, United State
License No.: EIT 170211
- **Bachelor of Civil Engineering** **Jan. 2013**
University of Bahrain, Manama, Bahrain.
 - **Course Highlights:**
 - Structural Analysis
 - Statics & Dynamics
 - Civil Engineering Design
 - Concrete & Steel Design
 - Traffic Engineering
 - Fluid Mechanics,
 - Hydraulic & Marine Structure.

ORGANIZATIONS & ACADEMIC ACHIEVEMENTS

- **Associate Member, Structural Engineering Institute (SEI)** **Sep. 2020 – Present**
- **Associate Member, American Society of Civil Engineers (ASCE)** **Sep. 2020 – Present**
Member No.: 12187246
- **Selected to participate in Khalid Bin Hamad Award for Graduation Projects.** **April 2013**

SKILLS

- **Skills:**
 - AutoCAD 2018-21 (2D & 3D Modeling),
 - Microsoft Office (Word, Excel, PowerPoint, Outlook),
 - STAAD.Pro,
 - MATLAB,
 - American Concrete Institute (ACI) Standards,
 - American Institute of Steel Construction (AISC) Standards,
 - California Building Code (CBC) Standards.
- **Languages:** English – verbal and written, Arabic – native.

COURSES & PROFESSIONAL TRAINING

- **Design of Multi-Story Light-Frame Shear Walls** **Oct. 2020**
American Society of Civil Engineers (ASCE), ASCE Platform, Credit: 0.1
- **Design of Wood Beams and Joists** **Sep. 2020**
American Society of Civil Engineers (ASCE), ASCE Platform, Credit: 0.2
- **Wind Design for Non-Residential Wood Structures** **Sep. 2020**
American Society of Civil Engineers (ASCE), ASCE Platform, Credit: 0.1
- **Seismic Design of Nonbuilding Structure** **Sep. 2020**
American Society of Civil Engineers (ASCE), ASCE Platform, Credit: 0.1
- **Seismic Design of Steel Moment Frame** **Sep. 2020**
American Society of Civil Engineers (ASCE), ASCE Platform, Credit: 0.2
- **IBC Essentials for Wood Construction** **Sep. 2020**
American Society of Civil Engineers (ASCE), ASCE Platform, Credit: 0.1
- **AutoCAD 2018-21 Course** **Aug. 2020**
The Udemy Platform, Online Course included 18.5 hours of contact time.

EXPERIENCE

- **Position: Customer Service Representative** **Duration: 9 mons.** **Jan. 2017**
 Company Name: Maximus Inc., Sacramento, CA
 Duties:
 - Handle inbound and outbound contacts in a courteous, timely, and professional manner.
 - Adhere to Census approved scripts in conducting interviews and completing forms.
 - Provide information to the customers' inquiries and provide a suitable referral.
 - Enter data into the desktop applications to accurately capture all responses during the call.

 - **Position: Customer Service Supervisor** **Duration: 2 yrs.** **Nov. 2014**
 Company Name: Stars Orbit Shipping, Baghdad, Iraq
 Duties:
 - Liaising with clients, couriers, and other operational departments.
 - Organizing budgets and courier expenses.
 - Monitoring deliveries, ensuring customer satisfaction and maintaining accurate logs of all transportation and shipments.
 - Check import/export documentation to determine cargo content.
 - Determine method of shipment, and prepare the bill of lading, invoices, and other shipping documents.
 - Notify consignees of the arrival of freight or baggage and arrange for delivery.
 - Retrieve stored items and trace lost shipments as necessary.

 - **Position: Field Engineer Intern** **Duration: 2 mons.** **July 2011**
 Company Name: Al-Zamel and Al-Sarhan Real Estate, Manama, Bahrain
 Duties:
 - Assist with preparing and updating schedule and report of worker hours required for complete job assignment of a residential compound project.
 - Reviewed the drawings of a residential compound project and coordinated any design change.
 - Prepare and review reports on progress, the material used, and costs.

 - **Position: Civil Engineering Intern** **Duration: 2 mons.** **Aug. 2010**
 Company Name: NASS Contracting, Manama, Bahrain
 Duties:
 - Designed and analyzed structural members (Beams and Columns).
 - Calculating the quantities of materials for a commercial mall project and give a cost estimation of the material.
 - Drafted a house unit part of a residential compound project using AutoCAD.
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