

Kelly Youngberg

list phone number, email, address and maybe LinkedIn profile link.

reduce this white space. Also limit your resume to 2pages max for a 10yr person.

SUMMARY

Project Engineer with 10 years experience designing and leading infrastructure and site development projects including public water, sanitary sewer, and storm projects from concept through construction. Big picture thinker with strong attention to detail, a natural mentor and life-long learner who approaches conflict with empathy and a laser-focus on finding effective, well-rounded solutions. Dedicated to supporting and promoting diversity, equity, inclusion, and representation, both personally and professionally.

its a good summary. maybe 1-2 lines too long but I personally find value in a good summary.

PROFESSIONAL EXPERIENCE

MARCH 2020 – JANUARY 2021

Project Engineer (PE)/Senior Civil Designer, AAI Engineering, Beaverton, OR

- Developed and led site, grading, and utility design for small and large industrial and commercial project
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- For someone with so many years of experience, I find it best when someone highlights unique/specific experiences for each position/company. Listing every task or responsibility that every other 10yr experience engineer will also possess does not benefit you at all. Highlight the special responsibilities, roles, valuable takeaway from each job.
- Reading many of your descriptions I kept thinking, I would hope this applicant did all this because this is the minimum required for a 10yr employee.
- Possibly list a couple projects that are noteworthy and high profile. What did you bring to that team that was unique to your abilities and skills?

APRIL 2017 – MARCH 2020

Senior Civil Project Designer/Civil Project Designer, Cardno, Portland, OR

- CECOP Program Representative and Mentor for CECOP interns (provided formal and informal mentorship, performance reviews and supervision)
- Contributor to company-wide Equity and Inclusion focus group
- Developed and updated CAD templates and standards with buy-in from team
- Led initiative to address coded language and unconscious racial and gender bias in job postings/role descriptions
- Design, review, coordination, and producing and reviewing construction documents for site layout; grading; ADA access; storm, sanitary sewer, domestic water, and fire water design, and franchise utility coordination; public frontage improvements; erosion control plans
- Managed project related documentation and files
- Developed schematic design concepts

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- Assisted with land use planning process and permitting
 - Prepared and obtaining permits for site development, building and onsite civil, and erosion control/1200C- assisted with project coordination/design management
 - Attended and assisted with client and subconsultant coordination
 - Researched and wrote design memos, reports, specifications
 - Developed quantity takeoffs and cost estimates
 - Delegated to junior designers and provide QA/QC and feedback
 - Led several projects from conception through construction administration and closeout
 - Prepared bid documents and provided bidding assistance
 - Performed construction administration with included responding to RFIs, reviewing construction submittals, performing site visits and responding to contractor questions and issues
 - Lead designer for Timberland Middle School Parking Expansion project, as well as educational site development projects, athletic facility projects, subdivisions, and public improvement projects in several jurisdictions including Tigard, Kalama WA, Beaverton, Tualatin, Gresham, Hillsboro
 - Led coordination meetings with school district staff, bond managers, architects, owner representatives to clarify district priorities and needs and improve and optimize design

OCTOBER 2013 – APRIL 2017

Civil Designer, Otak, Portland, OR & Vancouver, WA

- Developed a plan to integrate sustainable practices into everyday design practices, as a member of the Green Otak Practice Committee
- Collaborated on the Communication Committee to develop an internal, comprehensive communication plan, as an initiative under the Otak 2020 Strategic Plan
- Prepared standard engineering documents and calculations using AutoCAD/Civil 3D and Microsoft Office Suite, including single- and multi-family housing developments and public facility improvements; in conformance with local, state, and federal regulations
- Designed public frontage improvements and private roadways using AutoCAD and Civil 3D
- Prepared site layout and grading, utilizing AutoCAD and Civil 3D
- Designed storm drain, sanitary sewer and potable water facilities using AutoCAD/Civil 3D
- Developed a flowchart for team to streamline and standardize the pipe network set-up process
- Prepared curb return profile and ADA ramp design, utilizing Excel, AutoCAD/Civil 3D
- Prepared quantity takeoffs and cost estimates

JUNE 2010 – OCTOBER 2013

Engineer I (EIT), Gibbs & Olson, Longview, WA

- Collaborated in the development of a Strategic Plan, including creating company values and mission statements for Gibbs & Olson
- Prepared roadway, stormwater and site designs, including design of detention ponds, biofiltration swales, site grading, horizontal alignments and curb returns
- Assisted with utility and topographic base-mapping, sign preservation plan, roadway alignment alternatives, final plan production and managed project documentation for a CSO separation project in downtown Astoria, OR
- Created hydraulic and hydrologic model of the existing City of Kelso, WA storm sewer system using the Storm and Sanitary Analysis (SSA) program

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- Assisted in output data analysis, identified and prioritized the critical areas of concern and drafted technical analysis, results and recommendations sections of the City of Kelso Stormwater Master Plan
 - Reviewed contractor submittals and requests for information (RFIs), maintained project documentation and conducted field observation visits and construction progress meetings with contractor and client
 - Prepared quantity takeoff calculations, cost estimates, construction specifications and other standard engineering documents
 - Collected and evaluated infiltration and inflow data for the City of Chehalis, WA sanitary sewer system; identifying critical areas, recommending improvements and preparing the final technical report

MAY 2007 – MARCH 2010

Engineering Intern, Gibbs & Olson, Longview, WA

- Assisted survey crew with various projects; including boundary, construction and control surveys, property line adjustments and setting property corners, monuments and benchmarks
- Performed field observations and recorded construction meeting minutes for City of Winlock, WA wastewater treatment plant
- Assisted in roadway and storm drainage design, and site grading, and reviewed construction submittals and requests for information (RFIs)

**does not provide value at this
stage in career.**

CERTIFICATIONS

Professional Engineer License, Oregon, #83748PE

CESCL Erosion Control Certification,, Oregon, #CWT18-1618 (exp. June 2022)

EDUCATION

2010

University of Portland, Portland, OR

Bachelor of Science, Civil Engineering

- Cum Laude | Dean's List
- Tau Beta Pi Engineering Honor Society - Member
- Blue Key Honor Society - President