

Iryna Krychylska

~~Civil Engineering Intern~~

If you are applying for jobs, you don't want to put this title here under your name. This would belong in your objective statement if you are applying for an internship with Mark Thomas

Contact

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Sacramento, CA, 95842
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Objective

A result-oriented, hardworking individual is seeking an opportunity to learn through challenges, gain experience, and contribute to the achievement of Mark Thomas & Co.'s goals.

I would suggest formatting your resume differently so your contact information is at the top of your resume underneath your name. Hiring managers/recruiters will want to find this easily and quickly

Education

AS in Civil Engineering
Technology in progress
(courses listed below)
Santa Rosa Junior College,
Santa Rosa, CA
Expected graduation in 2022

Experience

Marshall Retail Group – Sacramento, CA – Customer Service Representative, Keyholder (August 2019 – Present)

- Perform customer-service functions and retail duties, including cashier work and restocking.
- Manage daily inventory and arrange window displays for new products.
- Count a cash drawer at the end of each shift.
- Keep balance sheets of the

Knowing these software programs is great! Did you learn this in school? If so, please include some projects where you utilized AutoCAD, Civil 3D, and ArcGIS. Your experience is not limited to just work/jobs that pay.

Professional Organizations

American Society of Civil Engineers (ASCE), Member since October, 2021

Technical Skills

Software (AutoCAD, Civil 3D, ArcGIS)
MS Office Suite
Problem solving
Multilingual (Ukrainian, Russian)

Personal Skills

Accountable
Punctual
Collaborative
Creative
Task
Customer service

These personal skills are useful, but these are better to save for an interview or an in-person conversation. It would be better if you could show examples of you being accountable, punctual, creative, good with customer service, etc through some work/project experience

I would suggest reformatting this so it reads:
American Society of Civil Engineers
Member
10/2020 - Present

I would replace this section with Project Experience. This is where you can talk about any individual or group projects that you've done that would be relevant to civil engineering

I would refrain from using a table like this in your resume. I would suggest only including courses that you have completed and are currently taking. If you haven't taken the planned courses yet, you won't have much to say about it.

Courses

Completed	Intro to GIS
In process	Civil Drafting, Problem Solving, Non-technical skills
Planned	CADD, Subdivision Planning, Public Works Inspection and Testing, Public Works Plans and Estimating,