

Supraja Koleti

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OBJECTIVE

- Seeking opportunities to maximize engineering potential combined with professional background and enhance career goals with strong motivation to obtain EIT certification.

WORK EXPERIENCE

Project Engineer - Arya Civil LLC, Temple Hills, MD

Nov 2019 - Present

- Utilize Municipal Code Corp. to complete Site Investigation reports (SIR's) and gathering preliminary due diligence reports, creating project schedules.
- Coordinate with the city and county for scheduling pre-application meetings, permits, response letters, RFIs, ASIs, punch lists, submittals, addenda.
- Conduct adjustments/mark-ups to civil plans and responded to comments received from local jurisdictions.
- Develop final bid reports, assisted estimating team and decision-making in project delivery system as well as subcontracting.
- Prepare pre-conceptual estimation, quantity take-off, assist the job cost and sub suppliers pricing with project management team and working on building schedule.

Civil Engineering Intern - Metropolitan Washington Airports Authority, Arlington, VA

July 2019 - Sep 2019

- Monitor and prepare reports regarding RFIs, submittals, subcontractor administration reports, change order logs.
- Generate invoices and managed the subcontract invoices, cross checked for any discrepancies.
- Assist the senior scheduler with schedule updates in a weekly basis by monitoring the schedules in Primavera P6.
- Got hands on experience with Safety training, coordinated with professionals carrying on-site inspection to get the safety and QA/QC updates.

Project Engineer Intern - Mason Facilities Project Management & Construction, Fairfax, VA

May 2018 - Aug 2018

- Conduct construction punch list reviews. Interior fit out project management.
- Conduct construction site inspections, specifically erosion and sediment controls and environmental compliance inspections for Renovation/Improvement.
- Perform duties assigned by team and coordinate meetings, report preparation.
- Conduct construction cost estimation for small projects using RSMeans data.

Engineering Intern - Polygon Projects Pvt. Ltd, Hyderabad, India

May 2016 - Jul 2016

- Maintained daily work report, performed estimation of materials, supervised on-site work and inventory, and assisted the project manager in reports.

SKILLS

Core-Software: Primavera P6, Sage Timberline, Bluebeam, Procore Project Management, MS Project.

Design: AutoCAD, Revit, Civil 3D, MicroStation.

Engineering: Estimation & Scheduling, Building Information Modeling, Constructability, Safety Management.

Others: Microsoft Office Suite, MS Excel, On-Screen Takeoff, Infrastructure Asset Management.

Soft Skills: Problem solving, Strong work ethic, Time management, Team collaboration, Leadership.

EDUCATION

Master of Science in Civil Engineering

May 2019

George Mason University, VA (GPA: 3.43/4.00)

Bachelor of Technology in Civil Engineering

May 2017

VNR VJIET, Hyderabad, India (GPA: 3.72/4.00)

AFFILIATIONS AND HONORS

- **Member**, Construction Management Association of America (2020-present).
- **Associate Member**, ASCE, CI (2018-present).
- Awarded **Best working model at Institute Level** organized by VNR VJIET for major project in 2017. **Volunteer**, TEDx.