

General feedback:  
- condense your resume to 1 page  
- avoid lots of blank space  
- be consistent with formatting and spacing  
- you have a lot of great experience to highlight and I liked seeing areas where you quantified your actions/results

center your name and put  
EIT after it

# Freddo Ngwem

## ~~Civil Engineer in Training~~

Dallas, NC  
freddo.ngwem@gmail.com  
www.linkedin.com/in/freddo-ngwem  
404-388-6734

~~NC Driver's License~~

this takes up a lot of space so I would play around with  
your contact info so it's all on 1 or 2 lines, like below

**FREDDO NGWEM**  
(404) 388-6734      Dallas, NC      Email

Highly enthusiastic, determinate, driven, and detail-oriented Engineer in Training (EIT) with hands-on experience within the construction industry.

Skilled in leading engineering projects within budget and time constraints.

Effective at planning, scheduling, creating technical reports, modeling, engineering designs, documentation, and cost estimates for projects.

~~Authorized to work in the US for any employer~~

I would remove this summary to help  
condense your resume to 1 page

## Work Experience

look out for spacing inconsistencies

### **Area Manager**

Washington Inventory Service - Belmont, NC  
December 2017 to July 2020

this should be a bullet point

Achieved bottom line results by supervising budgets of 500+ inventories along with 30+ companies. Planned, organized, and monitored multiple teams and projects to meet strategic goals and business objectives, while staying within budget.

- Reduced costs by 18% by integrating new inventory systems: New software architecture, training, more organized flow plan.
- Established the budget, the P&L statements, raised revenue of the office by 20% within a year by directing high performing teams, and optimizing inventory's strategy and labor cost.

### **Assistant Construction Supervisor**

Habitat for Humanity - Montréal, QC  
June 2015 to May 2017

this should be a bullet point

Oversaw and maintained construction activities of homes in Montreal and towns around. Delivered technical and strategic directions and guidelines to teams. Participated in project management and business development activities.

- Coordinated highly skilled construction teams, ensured quality control, and accomplished business objectives through strict conformance to the engineering standards and codes.
- Collaborated with international project managers, engineers, architects and contractors to conduct research and ensure requirements were met and projects were delivered on-time and on-budget.

### **Business Manager**

The Red Truck - Montréal, QC  
July 2011 to May 2017

this should be a bullet point

Assumed and maintained full accountability for executing all aspects of business operations and activities, such as marketing, hiring, training, billing, estimating, and managing physical labor.

- Raised profits of the company by 30% each year by developing and implementing collaborative and effective plans.
- Built an employee base for the season peak, went from 2 to 10 regular employees.

## Education

### **Associate's degree in Construction Estimation and Property**

Lasalle College - Montréal, QC

January 2011 to June 2014

### **Bachelor of Science in Civil Engineering**

Université Libre de Tunis - Tunis

January 2005 to July 2010

## Skills and Areas of Expertise

- Autocad
- SketchUp
- Revit
- Civil 3D
- Microsoft Office

- Civil Engineering
- Organizational Skills
- Project Planning and Supervision
- Team Building and Leadership
- Design / Drawings

- Written and Oral Communication
- Project Management
- Blueprint Reading
- Time Management Skills
- Client Service

this Skills section should be reserved to showcase your software/program skills

## Languages

- French
- English

to save space, you can list these horizontally:  
AutoCAD, SketchUp, Revit, Civil 3D, Microsoft Office

these are things you can highlight in your interview

## Certifications and Licenses

### **OSHA 10 Hour Outreach Training - Construction**

March 2021 to Present

### **Civil Engineer In Training (EIT)**

November 2020 to Present