

Pursuing EIT and PMP certification

MS Excel and MS Project Proficiency

US Employment Authorization (EAD)

Overseas experience in engineering and development

Proven success in managing project scopes, budgets, schedules and deliverables throughout all phases of complex engineering projects for both private and government clients.

Excels at coordinating with cross-cultural and multi-discipline teams to solve challenges and meet project objectives.

Skilled in detailed design of water and wastewater conveyance systems and water resources management systems.

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Professional Experience

VOLUNTEER | Engineers Without Borders (EWB)

JUNE 2020 - PRESENT - FUNDRAISING COMMITTEE LEAD | EWB USA - Washington DC

- Identified fundraising opportunities and collaborated with chapter members to plan initiatives.
- Developed strategies and CRM tools to manage sponsor/partner engagement and strengthen relationships.
- Conceptualized and created communications and marketing content for sponsor outreach and donor engagement.

NOVEMBER 2017 - MAY 2020 - PROFESSIONAL DEVELOPMENT PROGRAM LEAD | EWB New Zealand - New Zealand

- Coordinated a remote team to implement training programs on sustainable development and engineering.
- Contributed to funding proposals to support the program, including budget development and written content.
- Managed execution of grant obligations including volunteer recruitment, project planning, liaising with funder, and close-out reporting.

WATER ENGINEER | Beca Group - Wellington, New Zealand

APRIL 2016 - DECEMBER 2019

Key Achievements:

- Managed a project from start-up to close-out for a client that was implementing significant project process changes. Proactively engaged with the client and improved organizational practices to meet their changing requirements.
- Developed a data management system to track the production of over 2,300 drawings. This system was shared with subsequent projects as best-practice.

Client: Wellington Water (multiple projects)

Range of Budgets: **\$430K - \$60M**

- Designed drainage networks using detailed site information and hydrological and hydraulic analyses. Produced technical reports, specifications, and construction plans.
- Led contractor procurement including preparing RFPs and evaluating bids.
- Supported construction oversight and contract administration with site visits and meetings, planning critical site activities, and assessing payment applications and change requests.
- Contributed to proposals by developing budgets and technical approaches with support from senior engineers.
- Monthly project financial and progress monitoring including, cost to complete projections, identifying overspend risks, and preparing invoices.

Client: New Zealand • Transport Agency • Budget: \$630M

- Led the drawing delivery team including monitoring performance of staff in Jakarta, Indonesia.
- Liaised with the Jakarta office on contractual and administrative issues as well as staffing and quality control requirements.

Client: **NIWA**Budget: **\$160M**

- Developed civil engineering scope and delivery schedule with analysis of budget and design risk impacts in a complex industrial land development project.
- Led the civil engineering design team and coordinated with the wider cross-functional project team to identify opportunities for design efficiency and proactively address project issues.
- Leveraged positive colleague relationships to ensure a high degree of collaboration, leading to on-time delivery, despite tight deadlines.

CIVIL ENGINEER (INTERN) | Beca Group - Jakarta, Indonesia

JANUARY 2016 - APRIL 2016

- Designed surface drainage solutions for local and international industrial and roading infrastructure projects.
- Liaised with international offices to coordinate staffing requirements for drawing production in the Jakarta office.
- Identified new local business opportunities though desktop research.

Education

Education Continued

BACHELOR OF ENGINEERING (Honors) | University of Auckland - New Zealand

MARCH 2012 - NOVEMBER 2015

Continuing Professional Development

PMP EXAM PREP COURSE | Project Management Institute - Online

OCTOBER 2020 - PRESENT

Online, on-demand revision course on project management topics included in the PMP exam.

SOLUTIONS FOR SUSTAINABLE DEVELOPMENT | Engineers Without Borders Australia - Cambodia

FEBRUARY 2019

Immersive experience in rural Cambodia about sustainable development, design thinking, and community engagement. Engaged rural communities on water resources, used active listening and cross-cultural communication to build empathy and develop a realistic solution to improve water supply systems.

W.A.S.H. & BEHAVIOUR CHANGE International Water Centre - Online

FEBRUARY 2019

Study of creation and delivery of interventions leading to improved WASH behaviours, using at-scale approaches.

Awards

VOLUNTEER OF THE YEAR (2018) I Engineers Without Borders, NZ

WORK EXCHANGE TO JAKARTA, INDONESIA (2016) I Asia New Zealand Foundation in collaboration with Beca Group WINNER - ODYSSEY DESIGN CHALLENGE (2015) I Engineers Without Borders, NZ