

CAPITALIZE FIRST LETTER OF EACH WORD. IT LOOKS BETTER.

Ramón Avilés Quiroz

I WOULD ADD THESE LATER ON. THIS TOP SECTION SHOULD BE FOR THE MOST IMPORTANT INFORMATION. (WHAT YOU WANT PEOPLE TO SEE FIRST)

Personal information:

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JTIA Civil Engineer: 2002-006-032
Professional affiliations: ASCE, AISC
Local affiliations: SPIA, COICI

Objective:

I DON'T THINK IT'S NECESSARY TO INCLUDE THE COMPANY YOU'RE APPLYING FOR ON YOUR RESUME. IT'S ABOUT YOU AND HOW YOU CAN HELP THEM.

Share ~~all~~ my construction management knowledge and expertise with a well-respected organization such as the ~~Smithsonian Tropical Research Institute~~, to help in the successful completion of their facilities and infrastructure projects in ~~Panamá~~. I complement this industry knowledge with essential interpersonal skills (excellent communication, analytical skills, ~~ability to identify root causes and provide valid alternate solutions, etc.~~) ~~that have helped me work effectively with English speaking professionals of diverse technical disciplines and from several different countries.~~ THIS SENTENCE CAN BE SUMARIZED BY SAYING YOU SPEAK ENGLISH...?

Education:

- University of Louisville, Panamá. **Master of Engineering in Engineering Management**, 2014
- Universidad Tecnológica de Panamá. **Graduate Certificate in Structural Engineering**, 2005
- Universidad Tecnológica de Panamá. **Civil Engineering**, 2002 (bachelor's degree)

MAYBE HAVE THE YEARS ON THE FAR RIGHT SIDE SO THE YEARS MATCH UP WITHIN ALL CATERGORIES?

Certificates:

- CMAA Standards of Practice – Full Curriculum, 2018
- FIDIC Module No.1 – Practical use of FIDIC Contracts, 2018
- OSHA 30-hour Construction Outreach Training Course, 2017
- Over 100 PDH on construction management, project management and structural engineering

Software

knowledge:

- ~~Autodesk~~ AutoCAD
- Microsoft Office 365 (Excel, Forms, Outlook, PowerPoint, Project, SharePoint, Teams, Word)

YOU CAN JUST PUT MICROSOFT OFFICE

Work

Experience (related to civil Engineering):

AECOM: August 2014 – December 2019, Civil Engineer II

- Coordinated field activities with other engineers and client
- Verified compliance of safety requirements
- Prepared** subcontractors' scope of works, bill of quantities and cost estimates
- Reviewed** contractors' monthly progress payment applications
- Prepared** official communications to owner / contractors
- Prepared** monthly status reports to client
- Prepared** and processed change order documentation
- Approved drawings, specifications, and design reports before final publication to client
- Prepared** and submitted payment applications to client
- Completed project closeout process
- Maintained electronic project management system with official documentation and information

CHANGE THE ORDER TO COMPANY, POSITION, DATES. IT FLOWS BETTER. (ALSO YOU CAN LINE UP THE DATES, SEE COMMENT ABOVE)

BE A LITTLE MORE SPECIFIC ABOUT WHAT YOU DID. GIVE NUMBERS AND QUANTITIES WHEN POSSIBLE.

DON'T START OFF BULLET POINTS WITH THE SAME ACTION PHRASE. AT THIS JOB YOU "PREPARED" 5 TIMES.

THE BULLET POINT ARE TYPICALLY USED FOR THE MANAGER TO SCAN AND GET AN IDEA OF WHAT YOU WORKED ON. (THUS THE QUANTITIES AND NUMBERS). TRY TO MAKE THESE A BIT MORE CONCISE AND USE OTHER ACTION WORDS TO DESCRIBE WHAT YOU DID. THIS WAY IF SOMEONE IS SCANNING YOUR RESUME THEY CAN SEE AT THIS JOB YOU COORDINATED, MANAGED, PREPARED, OVERSAW... AND IF THEY ARE CURIOUS WHAT YOU MANAGED, THEN THEY CAN READ A BIT MORE IN DETAL AND IF THEY ARE EVEN FURTHER CURIOUS THEY ASK ON AN INTERVIEW TO GO INTO FURTHER DETIAL.

Projects:

- Cervecería Panamá: Evaluation, reconfiguration, and redesign of existing warehouse
- Hutchinson Ports PPC, Port of Cristobal: Design of new wastewater treatment plant and pump station.
- Hutchinson Ports PPC, Port of Balboa. Fourth Bridge over the Panama Canal: Site inventory services and economic valuation of interferences at south border of port terminal.
- PSA Panama International Terminal, Phase 2 Expansion: Design and field inspection services

URS Corporation, April 2012 – August 2014, Contracts Manager

- Reviewed** owner's documentation for preparation of proposals
- Completed the bidding process for the selection of contractors
- Coordinated** changes with owner and contractors and processed change order documentation
- Coordinated** with field inspectors to verify specifications compliance
- Maintained official drawings on site
- Ensured compliance of other contractual requirements (bonds, safety, etc.)
- Reviewed** contractors' monthly progress payment applications
- Prepared official communications to owner / contractors
- Completed project closeout process

Project:

- Caterpillar Panama Demonstration and Learning Center: Construction management services.

Ingeniería Continental, S.A. – ICONSA: January 2011 – April 2012, Project Engineer

- Coordinated with field inspectors to verify specifications compliance
- Prepared and tracked submittals and RFI documentation
- Prepared drafts of official communications to owner / contractors
- Reviewed subcontractors' payment applications
- Prepared progress payment applications to client
- Maintained and followed up change order documentation with client
- Prepared monthly status reports to client / upper management
- Maintained project costs and schedule information
- Completed project closeout process

YOU HAVE THIS ON 3/4 OF YOUR JOB LISTED. READING THE DESCRIPTIONS IT'S HARD TO TELL THE DIFFERENCE BETWEEN THE JOBS OR WHAT YOU DID. (SEE PREVIOUS NOE=TE)

Projects:

- Melones Oil Terminal. Construction of 16 ringwall foundations for oil tanks.
- Panama Canal Expansion. Construction of sheet pile cellular cofferdam and Z wall.

BVVH Administradora de Proyectos, S.A. / SYASA: April 2009 – January 2011, Project Engineer

- Tracked communications with subcontractors and owner
- Issued drawings for construction to subcontractors
- Maintained and followed up change order documentation with subcontractors
- Maintained subcontractors' general performance indicators and materials inventory
- Coordinated with field inspectors to verify specifications compliance
- Reviewed subcontractors' monthly progress applications.

Project:

- Waters on the Bay (72 stories residential high-rise building): Construction management services

Empresas Hopsa S.A: June 2003 – April 2009, Project Manager

- Estimated, planned, controlled, and closed out fabrication and erection projects for approximately 5,000 tons of structural steel
- Supervised the preparation of fabrication and erection drawings
- Completed the bidding process for the selection of structural steel erectors
- Inspected steel erection activities on site.
- Audited for the Quality Management System of the company during the certification process as Certified Building Fabricator (BU) within AISC.

Volunteer experience:

- Mentor for the ASCE Mentor Match Program
- Virtual judge for the Technovation Challenge
- Volunteer at the World Youth Day 2019

IS THERE A WHAT TO FORMAT THESE TO MAKE THEM STAND OUT A BIT MORE? IT LOOKS LIKE A LIST RIGHT NOW INSTEAD OF POSITIONS AND ROLES

Awards and recognitions:

- Selected for the AECOM Elevate Program, class 2018.
- URS Associate Project Manager Certificate, 2015
- URS Panama Office Outstanding Quality Award, 2014

ASCE MENTOR MATCH PROGRAM	MENTOR	2019- PRESENT
TECHNOVATION CHALLENGE	JUDGE	2020
WORLD YOUR DAY	VOLUNTEER	2019