

First Impressions: Good. Clean, Important information is easy to pick out. Experience Section is very good. Please note, that I am unfamiliar with standard practices for resumes outside of the US. If you are looking for work outside the country, my comments may not be as relevant.

The order of your sections is good as is, but make sure they are listed in what you believe is order of importance. You have good experiences within your Academic Projects section that are pretty far down the page. However your work experience and certs are also very important. Something to consider.

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## EDUCATION

### Stevens Institute of Technology - New Jersey, USA

Master of Engineering, Construction Engineering and Management

Relevant Coursework: Advanced Project Controls in Built Environment, Construction Scheduling, Large Scale Project Cost Analysis, Temporary Structures in Heavy Construction, Sustainable Design, Construction Safety Management

Expected December 2021

nice work! → GPA: 4.0/4.0

### Harvard Business School Online - Massachusetts, USA

eDiploma, Credential of Readiness (CRe)

Coursework: Financial Accounting, Business Analytics, Economics for Managers

June 2020

### NMAM Institute of Technology - Karnataka, India

Bachelor of Engineering, Civil Engineering

EXPERIENCE ← add break in text here to distinguish the section

May 2018

GPA: 3.4/4.0

### Saif Bin Darwish

Trainee Engineer ← is this the same as an EIT?

November 2018 – November 2019

Abu Dhabi, UAE

- Coordinated with Project Engineer in obtaining information and approvals for processing shop drawings and materials
- Reviewed contract drawings, specifications and shop drawings to ensure proper coordination and installation
- Applied Kaizen concept of Time and Motion study thus accomplishing 50% increase in overall productivity
- Designed storm water and waste water drainage lines using AutoCAD for design drawings → good use of magnitude
- Analysed and updated project schedules, compared progress with baseline schedule leveraging Earned Value Management
- Strategized procurement plan for materials to meet project schedule and budget with minimal wastage
- Implemented site safety program as required and ensured subcontractor compliance with applicable safety codes
- Performed quantity take-offs for change orders and assisted with preparing detailed estimate

CERTIFICATIONS/LICENSES ← add break in text here to distinguish the section

- CAPM® (Certified Associate in Project Management)
- CMIT (Construction Manager-in-Training) ← Is this similar to an EIT, where you'd put the CMIT after your name? If so, add this to the top and remove from here.
- OSHA-30 (Occupational Safety and Health Administration 30 - Hour Construction Safety Training Certification)
- NEBOSH IGC (International General Certificate by National Examination Board in Occupational Safety and Health-UK)
- SIIRSM (Specialist Member of International Institute for Risk and Safety Management)
- New Jersey Class "D" Driver's License ← ok to keep, normally I wouldn't include this.

ACADEMIC PROJECTS ← add break in text here to distinguish the section

### Project Management Plan, New Jersey, USA

- Prepared Project Management Plan for a residential project costing \$583,500 with Design-Build delivery method as part of graduate coursework on Advanced Project Controls in Built Environment comprising of 10 knowledge areas
- Utilised Critical Path Method for creating Baseline Schedule of project by working on Microsoft Project

January 2020 – May 2020

### Sustainable Design of 3 BHK Residential Project, New Jersey, USA

- Designed an energy efficient and sustainable building using REVIT by deploying TESLA solar roof, Geo-Thermal heat pump and environmentally friendly materials; resulted in energy simulation value of 43.6 USD/sq. ft/year operating on INSIGHT
- Engineered 57% reduction in water consumption by conducting EPA's Water Budget Analysis

January 2020 – May 2020

### Double Interlocking Stabilised Soil Masonry Blocks, Karnataka, India

- Led a group of 5 students in undergraduate final semester project for designing and manufacturing 5%, 10% and 15% cement stabilised interlocking blocks for framed structures, load bearing and non-load bearing walls
- Reduced cost of construction by 6% over laterite construction and 56% over first-class brick construction

January 2018 – May 2018

SKILLS ← Try to list these skills within your job experience so an employer knows what you're able to do with them. Then you can eliminate this section.

Project Management Tools: MS Project, Primavera P6, Procore, Bluebeam, MS Office

Modelling Tools: AutoCAD, Revit

ACTIVITIES ← add break in text here to distinguish the section

No need to include this for engineering roles, employers assume you are proficient

- Mentoring first semester graduate students as part of Masters Peer Mentor Program August 2020 – Present
- Worked as part of Orientation Committee – Orientation Leader for incoming graduate students August 2020