



Ava Davis

Office Engineer

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PROFESSIONAL SUMMARY

Accomplished Office Engineer with 5 years of experience in construction project management and engineering documentation. Adept at coordinating cross-functional teams, ensuring compliance with project specifications, and optimizing operational workflows. Passionate about utilizing technical expertise to enhance project efficiency and deliver successful outcomes in dynamic environments.

WORK EXPERIENCE

Office Engineer Feb / 2022-Ongoing
WidgetWorks Inc. Denver, CO

- Coordinated the design and implementation of the Nevada Hospital Association Statewide Health Information Exchange, ensuring compliance with all project specifications.
- Managed cost estimation and budget tracking for projects, overseeing disbursements of over seven million dollars in materials and equipment.
- Engineered and surveyed large-scale fiber routes, successfully applying for occupancy of new installations.
- Developed and executed material management practices, including a comprehensive three-step audit process.
- Supervised construction activities at PoP sites, ensuring quality standards were met and testing fiber connections with OTDR systems.
- Collaborated with teams to create detailed engineering documentation, enhancing project clarity and stakeholder communication.
- Maintained project schedules and coordinated resources to ensure timely completion of milestones.

Office Engineer Feb / 2020-Feb / 2022
Crescent Moon Design Portland, OR

- Assisted in the creation of AS Built drawings for electrical systems, ensuring accuracy and compliance with project requirements.
- Edited CAD drawings to reflect real-time changes made during construction, improving documentation accuracy.
- Managed employee scheduling and timesheets, ensuring timely payroll processing.
- Developed user manuals for electrical devices, providing essential information to General Contractors at project completion.
- Procured materials based on project needs, enhancing workflow and reducing delays.
- Created and maintained spreadsheets to track high-value items, ensuring timely delivery to job sites.

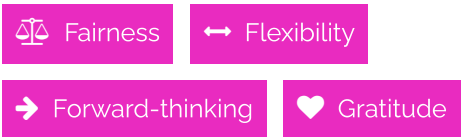
SKILLS



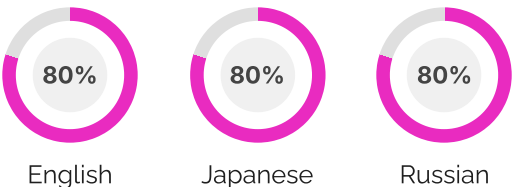
INTERESTS

- Gaming Fashion
- Film Technology

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Streamlined project documentation processes, reducing turnaround time by 30%.
- Facilitated communication between contractors and clients, resulting in a 15% increase in project satisfaction scores.
- Implemented a new materials tracking system, improving inventory accuracy by 25%.