



WILLIAM PEREZ

Office Engineer

PROFESSIONAL SUMMARY

Innovative Office Engineer with two years of experience in construction project execution and documentation management. Demonstrated ability to streamline processes and enhance communication among project teams. Looking to utilize my technical skills and collaborative mindset to contribute to successful engineering projects and drive operational excellence.

WORK EXPERIENCE

Office Engineer

Maple Leaf Consulting

Feb / 2024-Ongoing

Toronto, ON

1. Develop and execute comprehensive construction schedules and plans, fostering positive relationships with stakeholders.
2. Acquired expertise in government compliance, including airport security clearance responsibilities.
3. Collaborate with design teams consisting of subcontractors, architects, and engineers to ensure project alignment.
4. Promoted to Lead Office Engineer overseeing seismic upgrades and renovations.
5. Assist Chief Estimator in preparing bids, contributing to project competitiveness.
6. Manage payment accounts for work features, ensuring timely financial transactions.
7. Establish communication protocols with subcontractors to ensure smooth billing processes and maintain strong working relationships.

Office Engineer

Lakeside Apparel Co

Feb / 2023-Feb / 2024

Chicago, IL

1. Process and post RFIs, RFPs, submittals, and transmittals efficiently.
2. Maintain organized records of change orders, ASIs, and invoices for clarity and compliance.
3. Ensure meticulous documentation of project records to support project tracking and reporting.
4. Submit weekly hours and cost codes to assist in project budgeting.
5. Assist in obtaining necessary permits and access requests for project execution.
6. Coordinate HR functions, including onboarding and payroll management for project staff.

EDUCATION

Bachelor of Science in Civil Engineering

University of California

Feb / 2022-Feb / 2023

Phoenix, AZ

Focused on structural engineering and project management principles.

support@qwikresume.com

(123) 456 7899

Los Angeles

www.qwikresume.com

SKILLS

Computer-aided Design (cadd)



Solidworks Design Software



Quality Control



Risk Management



Communication Skills



Team Collaboration



INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

LANGUAGES



English



French



Italian

ACHIEVEMENTS

Successfully developed project schedules that improved on-time delivery by 15%.

Facilitated communication between stakeholders, reducing project delays by 20%.