

CHARLOTTE HARRIS

Site Engineer - Contract

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PROFESSIONAL SUMMARY

Energetic, smart working, self-motivated and focused towards achieving goals. Efficient and confident while working both individually as well as a team. Easily adjusts and adapts to any new environment and technology. A positive attitude to adapt to any circumstances to bring out the best with available resources with good communication skills

WORK EXPERIENCE

Site Engineer - Contract Jun / 2022-Ongoing
Maple Leaf Consulting Toronto, ON

1. Responsible for identifying and repairing all mechanical failure to include appliances, HVAC, electrical and plumbing.
2. Conducted follow-through maintenance protocol procedures on equipment.
3. Inspected all areas including grounds, presentation areas, and offices.
4. Routinely checked and repaired maintenance and repair tools and equipment.
5. Maintained inventory of equipment and supplies.
6. Made necessary repairs to furniture, and equipment as need.
7. Member of the emergency organization team assisting with Hurricane Preparedness and other crisis situations.

SITE ENGINEER Jun / 2020-Jun / 2022
Silver Lake Enterprises Seattle, WA

1. Manage and co-ordinate all site activities to ensure smooth Project implementation within schedule and quality.
2. Continuously monitoring projects to ensure any work done to follow the specification and requirements.
3. Report to the Project Manager on the progress of works, resource utilization, and manpower status.
4. Attend department meetings to view project progress, schedule and cost incurred to date.
5. Discussed and resolve any technical issues highlighted in the site meeting.

EDUCATION

Bachelor of Science in Civil Engineering Jun / 2018 - Jun / 2020
State University of Civil Engineering Phoenix, AZ
Focused on structural engineering, project management, and construction methods.

SKILLS

Autocad
Quality Assurance
Quality Management
Quality Control
Quantity Surveying

INTERESTS

Woodworking Star Gazing
Theatre Architecture

STRENGTHS

Politeness Determination
Ambition Dedication

LANGUAGES

English Spanish French

ACHIEVEMENTS

- Successfully led a team to complete a \$2M residential project 10% under budget and 2 weeks ahead of schedule.
- Implemented a new quality control process that reduced construction defects by 15% over one year.