

# Celia Sample

04XX XXXXXX

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Unit 40/ 70 Smith St Randwick NSW 2038

**Residency Status:** Australian Citizen

A Junior Engineer with demonstrated experience in design and construction management working on building structure projects. I have demonstrated success in completing challenging engineering tasks and projects within a team environment and as an individual. Highly motivated and reliable, I am currently seeking to further my career while contributing effectively to your organisation.

## KEY STRENGTHS

- Proven ability to perform structural design and analysis calculations to meet governing codes and standards, with focus on economy, safety, reliability, quality and sustainability
- Thorough knowledge of reinforced concrete design
- Comprehensive knowledge of structural steel design, prestressed concrete design, timber design in addition to wind and earthquake design
- Highly proficient in structural drafting and publishing structural drawings
- Exposure to project management and knowledge of estimating and budgeting in Australia
- Excellent written and oral communication skills expanded through varied work experience
- Proactive and quick to learn new methods and job related tasks

## QUALIFICATIONS

**Feb 2013 - Jun 2013**

**Graduate Certificate in Engineering**

University of Technology, Sydney

Distinction Average Achieved

**Oct 2012**

**National WHS General Construction Induction “White Card”**

**Jun 2012**

**Certified Professional Civil Engineer**

Engineers Australia

**Feb 2012 - Jun 2012**

**Diploma of Civil Construction Design**

TAFE/ Ultimo College, NSW

**Sep 2006 - Jan 2011**

**Bachelor of Civil Engineering**

University of Lebanon (top ranked University in the country), Lebanon

Distinction Average Achieved

## EMPLOYMENT

**Feb 2013- Present: Structural Engineer**  
**Attwood Engineering, Sydney**

### Duties:

- Perform design calculations for residential houses
- Prepare structural plans and drawings of residential houses using AutoCAD
- Organise and maintain project related documents according to company procedures
- Assist with administration work and office support activities

**2012: Structural Engineer****Frank & Snowden Pty Ltd, Sydney**

*A consulting engineering firm with numerous service capabilities in structural & civil design and project management.*

**Achievements:**

- Increased knowledge and understanding of Australian Standards in steel and timber design
- Finalised and completed commercial projects ahead of schedule by using engineering software to prepare simulation models

**Duties:**

- Modelled and reviewed designs of steel structures for commercial projects using Finite Element Analysis Software (Strand7)
- Worked on a variety of design tasks including timber design and verifying the strength capacity of bolt connections for different projects in accordance with Australian Standards
- Liaised with senior engineers for technical advice to ensure accuracy of design models
- Compiled and maintained records of all engineering outputs in compliance with company procedures

**2011: Junior Structural Engineer****A.B.C. Engineering Firm, Jordan**

*A consulting company that specialises in the planning, design and construction of commercial and residential projects in the Middle East.*

**Achievements:**

- Successfully handled medium scale projects (average budget AU\$1,000,000) autonomously
- Developed efficient time management and multi-tasking skills through managing competing projects and tasks
- Increased productivity and time efficiency of projects by creating Excel spreadsheets for design purposes
- Rapidly built my proficiency in using CAD engineering software leading to the completion of my work in a timely manner

**Duties:**

- Designed and analysed reinforced concrete structures of residential and commercial projects according to local standards and regulatory requirements using hand calculations and design analysis software (PROKON)
- Modeled and analysed earthquake design of structures using ETABS (3D design and analysis software)
- Prepared and produced structural drawings and details of structural elements using AutoCAD
- Performed amendments on structural drawings when required
- Coordinated work with the wider design team such as architects and MEP
- Checked final drawings and managed the follow-up of all necessary documentation for project approvals

**2010: Trainee Engineer****Activ Construction and Development Company, Lebanon**

*A leading contracting company in Lebanon and a branch of AMWAR group of companies, based in Sharjah, UAE.*

**Achievements:**

- Maintained client relationships to further establish AMWAR presence in the field of building construction
- Developed knowledge and experience in project management principles, quantity surveying and preparing BOQ (Bill of Quantities)

**Duties:**

- Studied, and interpreted data from, the architectural and structural plans of under construction projects
- Verified and reviewed engineering shop drawings for compliance with company's standards and technical accuracy
- Conducted inspections of existing facilities, details and specifications and supervised the work progress to ensure specific jobs are delivered accordingly and accurately
- Liaised and communicated with a range of stakeholders such as sub-contractors and suppliers
- Assisted with administration work, preparing and storing documents and maintaining registers

**COMPUTER SKILLS**

- Knowledge of different design packages (Strand7, ETABS and Revit Structure 2012)
- Knowledge of Project Management tools such as Primavera 3 and MS Project
- Advanced knowledge and skills in AutoCAD 2012, Word, Excel and PowerPoint

**PROFESSIONAL MEMBERSHIPS**

- Eligible for membership of the Institution of Engineers, Australia
- Association of Professional Engineers, Scientists and Managers Australia (APESMA)- Student
- Engineers Without Borders

**REFEREES**

Available upon request