

# Rhea Farooq

## Engineering Program Manager

📞 (503) 555-0123

✉️ rhea.farooq@email.com

🌐 linkedin.com/in/rheafarooq

📍 123 Maple Street, Portland, OR 97201

### STRENGTHS

- 👥 **Stakeholder Engagement**  
Excelled at fostering positive relationships, making stakeholders active participants in projects.
- 👤 **Team Leadership**  
Successfully mentored teams, instilling confidence and boosting morale during complex projects.
- 🛡️ **Regulatory Compliance**  
Ensured consistent adherence to regulations, strengthening organizational reputation in the industry.
- 📄 **Technical Specifications Development**  
Created detailed specifications that directly contributed to successful project outcomes and stakeholder approval.
- ★ **Customer Service Excellence**  
Delivered high-quality service experiences, ensuring client satisfaction across all interactions.

### SKILLS

Project Management

Regulatory Compliance

Technical Writing

Stakeholder Relationships

Quality Assurance

Risk Management Public Outreach

Design Engineering

Community Engagement

Workflow Optimization

Leadership Development

Funding Negotiations

Process Improvements

### SUMMARY

Results-driven Civil Engineer with over 7 years of experience in project and program management within the water utility sector. Proven track record leading teams to execute engineering projects while ensuring regulatory compliance. Skilled in managing project development, creating design specifications, and maintaining professional relationships. Expertise includes stakeholder engagement, team leadership, and enhancing customer service delivery. Passionate about community involvement and public engagement through successful outreach programs. Committed to delivering exceptional results through teamwork and strategic management on every project.

### EXPERIENCE

#### Engineering Program Manager

Blue River Engineering Solutions 📅 January 2021 - Present 📍 Portland, OR

Guided engineering program operations ensuring compliance with company objectives and industry regulations. Analyzed programs for improvements and led a skilled team toward achieving operational milestones.

- Directed program operations aligning with goals, leading to improved compliance metrics.
- Supervised engineers, maximizing productivity by implementing clear project guidelines.
- Cultivated strong relationships with stakeholders, enhancing transparency in project development.
- Led technical document creation, guaranteeing accuracy and adherence to regulatory standards.
- Reviewed engineering plans, promptly addressing deficiencies and recommending corrective measures.
- Negotiated funding agreements that secured essential resources for ongoing projects.

#### Senior Project Engineer

Mountain View Water Authority 📅 March 2018 - December 2020 📍 Salem, OR

Managed end-to-end engineering projects to enhance water infrastructure and ensure sustainable practices. Prioritized alignment of project outcomes with community needs, enhancing client satisfaction.

- Executed engineering projects from initiation to completion, consistently achieving timelines and budgets.
- Designed public outreach initiatives, boosting community engagement and project awareness.
- Collaborated across departments, refining workflows which resulted in reduced project durations.
- Conducted regular project assessments, adapting strategies to meet evolving requirements without compromising quality.
- Implemented best practices that enhanced accountability and productivity among project teams.
- Ensured environmental compliance throughout project life cycles, reinforcing organizational commitment to sustainability.

#### Project Engineer

Cascadia Engineering Group 📅 June 2016 - February 2018 📍 Vancouver, WA

Focused on delivering smaller scale engineering projects while enhancing community infrastructure. Engaged proactively with various stakeholders ensuring alignment of interests and objectives.

- Architected and managed diverse engineering projects, effectively improving neighborhood utilities.
- Prepared comprehensive reports aiding regulatory approvals, meeting stringent submission guidelines.
- Fostered cooperation among stakeholders, securing community support for project advancements.
- Led review meetings with project stakeholders, ensuring robust communication and engagement.

Environmental Compliance

Team Building Customer Relations

## LANGUAGES

English Native

Spanish Proficient

## MY CAREER



● Engineering Program Manager at Blue River Engineering Solutions (5.4 Years)

● Senior Project Engineer at Mountain View Water Authority (2.8 Years)

● Project Engineer at Cascadia Engineering Group (1.7 Years)

- Assisted senior team members in project estimates, resulting in accurate financial forecasting.
- Optimized documentation processes for greater efficiency in milestone tracking.

## LEADERSHIP & AWARDS

- Dean's List, University of Oregon, 2014-2016
- Outstanding Project Award, Cascadia Engineering Group, 2018

## EDUCATION

### Bachelor's Degree in Civil Engineering

University of Oregon 🎓 GPA: 3.8 📅 2016 📍 Eugene, OR

**Coursework:** *Structural Analysis, Fluid Mechanics, Environmental Engineering, Geotechnical Engineering*

## CERTIFICATIONS

- Licensed Professional Engineer (PE) 📅 2017
- Project Management Professional (PMP) 📅 2020

## TECHNICAL SKILLS

- **Project Management Software:** Microsoft Project, Trello, Asana
- **CAD Software:** AutoCAD, Civil 3D, Revit
- **Reporting Tools:** Tableau, Power BI, Microsoft Excel
- **Environmental Standards:** NEPA, SEPA, CEQA
- **Regulatory Frameworks:** EPA Guidelines, State Codes, Local Ordinances
- **Financial Management:** Cost Estimation, Budget Tracking, Resource Allocation
- **Quality Control Tools:** Lean Six Sigma, Root Cause Analysis, Performance Metrics
- **Communication Tools:** Microsoft Teams, Slack, Zoom
- **Sustainability Methods:** LEED Certification, Green Building Standards, Waste Management Techniques
- **Outreach Platforms:** Social Media, Email Campaigns, Public Meetings

## PROFESSIONAL AFFILIATIONS

- Member, American Society of Civil Engineers (ASCE)
- Volunteer, Local Community Clean-Up Initiatives

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST