

# Linh Wiggins

## Senior Professional, Civil Engineer

☎ (206) 555-1234

✉ [linh.wiggins@email.com](mailto:linh.wiggins@email.com)

🌐 [linkedin.com/in/linhwiggins](https://www.linkedin.com/in/linhwiggins)

📍 1234 Maple Avenue, Seattle, WA 98101

### STRENGTHS

- 🗣️ **Effective Communication**  
Articulated complex engineering concepts effortlessly, building understanding with non-engineering audiences. Colleagues appreciate my clarity.
- 👥 **Team Leadership**  
Led multidisciplinary teams towards shared objectives, fostering collaboration. Junior engineers value my openness and ability to guide.
- 🗣️ **Client Engagement**  
Nurtured lasting relationships with clients, translating needs into actionable project goals—often receiving commendations for ensuring satisfaction.
- ✅ **Quality Assurance**  
Embarked on maintaining rigorous QC protocols guaranteeing consistent project excellence, which elevates trust with clients and partners.
- 💡 **Analytical Problem Solving**  
Approached design challenges creatively, employing data-driven strategies to resolve problems efficiently and effectively.

### SKILLS

Civil Engineering Design

Project Management

Client Relations Quality Assurance

Technical Documentation

MicroStation OpenRoads Civil 3D

Microsoft Office Suite

Field Investigation

Infrastructure Planning

Regulatory Compliance

Stakeholder Engagement

### SUMMARY

Dedicated civil engineer with over six years of experience in transportation projects. Skilled in managing complex design tasks and fostering fruitful collaborations among project teams and stakeholders. Proven capability to lead junior engineers while ensuring the diligence needed to meet client expectations. Commitment to delivering superior engineering solutions that align with industry standards. Eager to bring strong technical writing skills, proficiency in software like MicroStation and Civil 3D, and a results-driven mindset to new challenges at WSP.

### EXPERIENCE

#### Senior Civil Engineer

Innovative Engineering Solutions 📅 March 2022 - Present 📍 Renton, WA

The role involves leading diverse transportation projects, providing valuable guidance to team members, and maintaining overall project integrity through quality assurance measures. Engaged with clients, ensuring their expectations were surpassed while coordinating closely with project managers to deliver excellent outcomes.

- Managed transportation project delivery for various clients across multiple states firmly sticking to budgetary constraints.
- Guided junior engineers, facilitating their development through hands-on mentorship tailored to address skill gaps.
- Ensured compliance by implementing stringent quality assurance practices, resulting in consistently achieving high client satisfaction.
- Crafted detailed technical documents utilizing Civil 3D, enabling streamlined approvals from public agencies.
- Maintained proactive communications with stakeholders to enhance project collaboration and resolution of potential conflicts.
- Monitored project progress effectively, adjusting plans as necessary to achieve timely completion.

#### Civil Engineer

Greenway Engineering 📅 June 2018 - February 2022 📍 Bellevue, WA

Focused on infrastructure project execution, particularly in roadway and utility design within local regulatory frameworks. Developed collaborative relationships with teams to ensure effective management of project goals and budgets.

- Executed complex designs for infrastructure projects, enhancing functionality and safety to improve community transport networks.
- Supported capacity planning and project scheduling, optimizing resource allocation for improved engagement.
- Leveraged Software such as MicroStation and OpenRoads to create accurate engineering designs contributing to project efficiency.
- Conducted field assessments applying theoretical knowledge to real-world challenges, significantly refining project outputs.
- Fostered positive working relationships with clients and regulatory authorities, securing successful project endorsements.
- Participated in proposals that aided in contract acquisition, showcasing innovative ideas recognized within the firm.

#### Junior Civil Engineer

Civil Design Group 📅 January 2016 - May 2018 📍 Tacoma, WA

Contributed to civil engineering project developments focusing primarily on transportation infrastructure improvements. Worked collaboratively in multi-disciplinary teams to successfully execute project designs.

- Assisted in preparing comprehensive technical reports detailing engineering calculations which facilitated decision-making.

## Engineering Calculations

Software Proficiency Mentoring

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Senior Civil Engineer at Innovative Engineering Solutions (4.3 Years)

● Civil Engineer at Greenway Engineering (3.7 Years)

● Junior Civil Engineer at Civil Design Group (2.3 Years)

- Supported project management by tracking milestones and reporting project statuses to the supervising engineers.
- Engaged in continuous professional development, actively seeking out trends in civil engineering technology for personal growth.
- Served as a cooperative resource within teams to forge consensus on project strategies requiring innovative solutions.
- Participated in cross-functional discussions, ensuring all design decisions met established guidelines and requirements.
- Enhanced skills in practical applications of engineering principles through peer-led training sessions.

## LEADERSHIP & AWARDS

- Outstanding Project Management Award at Innovative Engineering Solutions for exceptional leadership on high-stakes transportation projects.
- Recognition from Greenway Engineering for exemplary teamwork and contribution to major infrastructure design initiatives.

## EDUCATION

### Bachelor's Degree in Civil Engineering

University of Washington 🎓 GPA: 3.6 📅 2015 📍 Seattle, WA

**Coursework:** Structural Design, Environmental Engineering, Transportation Planning, Surveying

## CERTIFICATIONS

- Engineer in Training (EIT) 📅 2021
- Civil 3D Certified User 📅 2022

## TECHNICAL SKILLS

- **Design Software:** MicroStation, OpenRoads, Civil 3D
- **Office Software:** Microsoft Office Suite, Revu Suite, Document Control Software
- **Communication Tools:** Email, Slack, Teams
- **Project Management Tools:** Asana, Trello, MS Project
- **Quality Control Methods:** QC Checklists, Peer Reviews, Field Inspections
- **Civil Engineering Practices:** Design Standards, Permitting Processes, Safety Regulations
- **Field Tools:** GPS, AutoCAD, Survey Equipment
- **Analytical Software:** MATLAB, Excel, R
- **Presentation Tools:** PowerPoint, Prezi, Google Slides
- **Collaboration Platforms:** SharePoint, Confluence, Box

## PROFESSIONAL AFFILIATIONS

- Active member of the American Society of Civil Engineers (ASCE), participating in networking events and industry workshops.
- Volunteered for community outreach programs focused on educating youth about civil engineering careers and sustainability.

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST