



# Adalyn Long

## Sr. Project Manager

☎ (812) 555-1234 ✉ adalyn.long@email.com

🌐 linkedin.com/in/adalynlong 📍 1234 Maple Avenue, Bloomington, IN 47401

### STRENGTHS

- ♥ **Client-Centric Approach**  
Fostered lasting partnerships, assuring clients realized optimal project value and satisfaction through attentive service.
- 💡 **Innovation Driver**  
Consistently contributed fresh ideas leading to enhanced performance metrics and collaborative breakthroughs in project execution.
- 👥 **Team Builder**  
Cultivated talent within teams, building strong connections that empowered team members for peak performance and morale.
- ⚙️ **Solution Oriented**  
Effectively tackled obstacles with creative problem-solving, ensuring projects remained aligned with original intent and delivery timelines.
- 🛡️ **Risk Mitigator**  
Proactively identified risks, implementing strategies that preserved project integrity despite changing circumstances or conditions.

### SKILLS

Project Management

Engineering Design

Client Relationship Management

Risk Assessment

Team Leadership

Contract Negotiation

Budget Management

Technical Specifications

Proposal Development

Quality Assurance

### SUMMARY

Experienced engineering professional with over 12 years dedicated to managing large-scale projects, ensuring timely and cost-effective delivery while exceeding client expectations. Recognized for orchestrating multi-disciplinary teams, formulating detailed project proposals, and facilitating robust communication to achieve performance goals. Developed keen expertise in contract negotiations, overseeing technical specifications, and adaptive management strategies, fostering collaboration within diverse internal and external stakeholder environments. Led initiatives directing investments ranging from \$1M to over \$25M while emphasizing innovation in engineering solutions. Eager to contribute proven leadership and strategic insight at Innovative Engineering Solutions.

### EXPERIENCE

#### Sr. Project Manager

Engineering Solutions Group 📅 January 2022 - Present 📍 Fort Wayne, IN

Role focuses on leading cross-functional teams to ensure successful execution of complex engineering projects valued between \$1M and \$25M. Expertise encompasses budget management, timeline adherence, and client satisfaction through organized oversight and planning.

- Successfully guided multi-disciplinary teams' efforts to deliver high-stakes projects by cultivating positive client relationships.
- Conceptualized project scopes and contractual obligations, strengthening proposal accuracy and client trust.
- Developed robust project delivery methodologies that enhanced operational efficiency and significant improvements in output quality.
- Mentored new engineers, fostering a culture of continuous development, which raised overall project alignment.
- Championed strategic negotiations to optimize contract terms, delivering beneficial outcomes for both parties involved.
- Coordinated integrated project plans among various stakeholders through thoughtful risk assessments to handle evolving challenges.

#### Project Manager

Delta Engineering Services 📅 June 2016 - December 2021 📍 Indianapolis, IN

Oversaw engineering projects from conception through completion, focusing on collaborative practices and efficient use of resources. Guided teams towards achieving specified objectives, maintaining stringent schedule and financial accountability.

- Managed a portfolio of projects by defining their scope, monitoring deliverables, and controlling budgets to promote consistent success.
- Facilitated communication across functions to effectively troubleshoot design complexities and improved workflow.
- Conducted extensive risk evaluations to proactively address potential disruptions throughout project lifecycles.
- Cultivated positive rapport with clients, nurturing repeat business through superior service and delivering innovative solutions.
- Prepared comprehensive presentations that articulated project value and potential, captivating stakeholder interest and support.
- Implemented staffing strategies to enhance the capabilities of the team, promoting an engaged and motivated workforce.

#### Project Engineer

Innovate Engineering Co. 📅 March 2014 - May 2016 📍 South Bend, IN

Change Management

Stakeholder Communication

Scheduling Software

Design Review

Operational Improvement

Mentorship

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Sr. Project Manager at Engineering Solutions Group (4.4 Years)

● Project Manager at Delta Engineering Services (5.5 Years)

● Project Engineer at Innovate Engineering Co. (2.2 Years)

Actively contributed to engineering projects, balancing technical fidelity with fiscal responsibility. Collaborated closely with senior managers to confirm project benchmarks and align engineering solutions with defined goals.

- Assisted in steering projects toward success by developing effective schedules and estimating accurate budgets aligned to client specifications.
- Engaged in creating detailed design analyses, which significantly supported quality assurance measures during implementation.
- Participated comprehensively in client engagements, providing transparency and addressing inquiries during critical phases.
- Utilized project management software tools for systematic tracking of progress, reinforcing accountability among team members.
- Committed to continual learning through participation in workshops and training relevant to emerging industry trends.
- Inspired productivity by maintaining open lines of communication throughout project cycles capturing lessons learned.

## LEADERSHIP & AWARDS

- Dean's List, University of Indiana, 2012-2014
- Leadership Award, Engineering Society, 2016

## EDUCATION

### Bachelor of Science in Civil Engineering

University of Indiana 🎓 GPA: 3.9 📅 2014 📍 Bloomington, IN

**Coursework:** *Structural Analysis, Fluid Mechanics, Construction Management, Geotechnical Engineering*

## CERTIFICATIONS

- Professional Engineer (PE) 📅 2021
- Project Management Professional (PMP) 📅 2022

## TECHNICAL SKILLS

- **Project Management Tools:** Microsoft Project, Asana, Trello
- **Engineering Software:** AutoCAD, Revit, SolidWorks
- **Analytical Tools:** Excel, MATLAB, R
- **Communication Platforms:** Slack, Microsoft Teams, Zoom
- **Documentation Software:** Microsoft Word, Confluence, SharePoint
- **Reporting Frameworks:** Power BI, Tableau, Google Analytics
- **Design Standards:** AISC, ACI, ASCE
- **Compliance Regulations:** ISO 9001, OSHA, EPA
- **Cost Estimation Methodologies:** Bottom Up, Top Down, Parametric
- **Urban Planning Principles:** Zoning Laws, Land Use, Infrastructure

## PROFESSIONAL AFFILIATIONS

- Member, American Society of Civil Engineers
- Volunteer, Local Community Engineering Outreach Program

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST