

Kimberly-Marie T Mitchell

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I am writing this letter to apply for the position of Construction Project Engineer at Lunacon Construction Group.

I have worked as a Project Engineer for Suffolk Construction. Many of the projects I have worked on include train stations, high rise condominiums, and luxury retail developments. My education and experience include a Bachelor's of Science Degree in Environmental Engineering as well as familiarity in the areas of estimating, project management, and field operations.

I am a passionate and highly driven individual who is committed in all efforts to ensure the success of a project. My dedication to any specific task, allows me to resolve unexpected problems that may arise on a project.

It takes a full team to see projects successfully completed and if given the opportunity I would be an integral member of the team. I look forward to speak with you in more detail about my background and what I can contribute to this company. Feel free to contact me at (954)-303-7784.

Please refer to my resume for further details on my experience and credentials. Thank you for considering my application.

Sincerely,

Kimberly Mitchell

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Summary

- A dedicated, detailed-oriented project engineer with effective problem solving skills
- The ability to work and maintain relations with co-workers and clients of all levels
- Maintains a calm work attitude under pressure and works well in a fast paced environment

Education

Florida International University (FIU), Miami, FL

Bachelor of Science in Environmental Engineering

December 2017

- 3.0 GPA

Experience

Suffolk Construction Miami, FL

Project Engineer (Full-time)

July 2018 - May 2020

- Responsible for the preparation of Trade Spreadsheets for subcontractor bids
- Created Exhibit B's and quantity take-offs for subcontractor pricing use
- Responsible for establishing qualifications and assumptions, accepted value engineering, and alternate pricing for subcontractor contracts
- Assisted with baseline schedules and documenting daily reports
- Created meeting minutes for Architect and Owner Meetings
- Developed submittals, RFI's, and bid clarifications
- Assisted in punch lists process and developing O&M manuals and as-builts
- Assisted with the creation of change orders, back charge process, and owner requisition process
- Processed permits and essential closeout documentation
- Processed shop drawings for subcontractor database
- Supervised restoration, remediation, and reconstruction work

Relevant Projects

All Aboard Florida Train Station - Miami, FL

2019- May 2020

- *Project management and field operations of Train Station for Brightline transit system servicing Miami, Fort Lauderdale, and West Palm Beach*

Overbuild Towers - Miami, FL

2019 - May 2020

- *Project management and field operations of two luxury high rise condominiums*

Okan Tower - Miami, FL

2019

- *Estimated a 70 Story mixed-use tower and tallest residential building in Florida upon construction*

Icon Marina Village – West Palm Beach, FL	2019
• <i>Estimated a Luxury high-rise condominium</i>	
2000 South Ocean Condominium – Hallandale, FL	2018
• <i>Estimated a Luxury high-rise condominium on the beach</i>	
Inspired Living Assisted Facility – Delray, FL	2018
• <i>Estimated a three-story assisted living facility</i>	
Inspired Living Assisted Facility – Royal Palm, FL	2018
• <i>Estimated a two-story assisted living facility</i>	
Citizen M Hotel – Miami, FL	2018
• <i>Estimated a Hotel in Brickell Miami</i>	
Embassy Suites Hotel – Miami, FL	2018
• <i>Estimated a Hotel in Brickell Miami</i>	
1201 Brickell Bay Drive – Miami, FL	2018
• <i>Estimated two luxury residential towers, retail areas and commercial spaces</i>	
Doral Sanctuary – Miami, FL	2018
• <i>Estimated a Mixed-use residential and retail project</i>	

Titan America Medley, FL

Environmental Engineering Intern (Part-time)

May 2017- September 2017

- Responsible for the daily environmental operations for Titan's Concrete Plant
- Completed Waste Tracking, CO₂, Mercury, Toxic Release, and Water Management Data inventory reports
- Assisted with field-testing such as Visible Emissions, Water Sampling, Air Testing, etc.
- Updated and revised required permits such as Air Emission Operating Permit, Industrial Wastewater Permit, Storage Tank Registration, etc.
- Prepared process/water flow diagrams
- Assisted environmental manager with managing department capital projects
- Participated in presentations to train employees on safety and environmental compliance regulations
- Experience with preparing Emissions Monitoring (CEMs) reports
- Prepared and organized collection of facility data for, multiple site locations, to maintain database for environmental permitting information and records
- Arranged pick-up, removal, and transfer of different waste disposal containers, oil drums, and other hazardous materials

City of Homestead Wastewater Treatment Plant Homestead, FL

Environmental Engineering Intern (Part-time)

September 2016 - December 2016

- Assisted in the preparation of simple hydraulic calculations to create reports for design flows
- Collected various digester samples for wastewater laboratory tests

- Performed laboratory analysis for Total Dissolved Solids (TDS), Total Suspended Solids (TSS) and Biochemical Oxygen Demand (BOD)
- Maintained logs for instrument readings and test results

Jacobs Engineering Group Deerfield, FL
Traffic Engineering and Modeling Intern (Part-time)

June 2016 - August 2016

- Performed traffic engineering studies related to traffic impact analysis, operations and safety analysis, and signal system timing
- Developed traffic data collection for project development and corridor studies
- Used traffic microsimulation models to create traffic flow reports
- Reviewed synchro reports and modified documents to create traffic forecasts on various projects
- Prepared reports for bridge study analysis

Skills

- **Computer:** Microsoft Word, Excel, PowerPoint, ArcGIS, AutoCAD, MathCAD, On-Screen Takeoff, Procore, and Envirolis
- **Languages:** English, Some Conversational Spanish
- **Mine Safety and Health Administration (MSHA)** : Participated in training
- **Spill Prevention Control and Countermeasure (SPCC)**: Participated in training

LinkedIn

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