

## Sample Functional Resume (skills-based)

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### Mary Jones

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### Professional Profile

Three years of experience as a licensed Civil Engineer. Drafted plans and served as Project Manager for multimillion dollar renovation projects including bridges, highways, residential facilities, and industrial parks. Proficient in AutoCad and Pro-Engineer. Ability to supervise and interact well with all levels of management.

### Career Highlights

#### Project Management:

- Supervised drafters and field engineers for bridge, highway, and building renovation projects
- Oversaw budgets of up to \$4 million.
- Conducted team meetings and maintained cooperative liaison between management, field engineers, and drafters

#### Drafting:

- Proficient in using AutoCad and Pro-Engineer to draft a variety of projects for construction of bridges, highways, and industrial parks
- Served as Senior Drafter for construction of an assisted living facility
- Created presentation plans to senior management for approval

#### Field Engineering:

- Surveyed land to determine building protocol
- Served as team leader during the construction of a new highway bridge

### Experience

2022-Present

**Ross Engineering, New York, NY**

Project Manager

2020-2022

**KB Associates, Bridgewater, NJ**

Drafter

### Education

**New Jersey Institute of Technology, Newark,**

NJ MS, Civil Engineering, May 2024

GPA 3.75

**New Jersey Institute of Technology, Newark,**

NJ BS, Civil Engineering, May 2022

GPA 3.5