



Mae Aguilar

Assistant Project Engineer

Entry-level construction professional with 2 years of experience coordinating submittals, quality inspections, and scheduling across active job sites using Primavera P6, AutoCAD, and Microsoft Access. Tracked 27 schedule milestones on a \$4.5M grain processing facility by updating Primavera schedules weekly with field progress.

CONTACT INFORMATION



(701) 555-0118



mae.aguilar@example.com



Wahpeton, ND 12345

KEY SKILLS

- Primavera P6
- AutoCAD
- Microsoft Access
- Jira
- OSHA Regulations
- ASTM Specifications
- RFI Management
- Technical Submittal Coordination
- Field Quality Inspections
- Construction Document Control

PROFESSIONAL EXPERIENCE

Assistant Project Engineer | Elkhorn Prairie Contractors, Wahpeton, ND
2025 - Present

- Tracked and coordinated 27 schedule milestones on a \$4.5M grain processing facility by updating Primavera schedules weekly with field progress.
- Completed 23 technical submittals for structural steel and concrete packages, maintaining an average turnaround of 6 days from contractor receipt to engineer approval.
- Performed 47 quality inspections on concrete pours, anchor bolt installations, and weld joints, documenting findings and issuing corrective action requests within 24 hours.
- Prepared and organized RFI logs for 4 active work fronts, resolving an average of 8 open items per week through coordination with subcontractors and the design team.

Project Engineering Intern | Red River Basin Construction Group, Fargo, ND
2024 - 2025

- Assembled 14 technical submittals for HVAC ductwork and mechanical piping packages, earning approval on 13 without revision from the reviewing engineer.
- Conducted 18 quality inspections on insulation thickness and hanger spacing per ASTM specifications, recording results in field inspection reports and tracking open items in a Microsoft Access database for weekly status meetings.
- Updated project schedules in Primavera for a \$2.15M warehouse renovation, helping the team meet 9 of 10 planned milestones within the original target dates.

EDUCATION

BS in Civil Engineering

North Dakota State University, Fargo, ND | 2020 - 2024