



David Griffith

Assistant Civil Engineer

☎ (951) 555-2846 ✉ david.griffith@example.com

🌐 linkedin.com/example/davidgriffith 📍 Riverside, CA 92507

STRENGTHS

- 🔍 **Technical review**
Plan reviews connected calculations, drainage details, and field information. Applicants received clearer comments, and senior engineers gained cleaner files.
- 🏠 **Field awareness**
Site visits turned approved plans into visible checks. Careful notes helped surface construction and safety concerns before they grew.
- 📊 **Cost discipline**
Quantity takeoffs and estimate worksheets gave project managers timely cost context. That simple clarity supported better scope discussions.
- 💬 **Public communication**
Front counter questions became useful service moments. Clear explanations and careful referrals helped applicants find the right next step.
- 📁 **Record coordination**
Tracking maps, bonds, fees, and conditions created a steadier workflow. Colleagues could quickly see what remained open.

SKILLS

Civil Engineering Public Works

Plan Review Grading

Street Design Sewer Systems

Storm Drain Design

Engineering Studies Survey Data

Design Calculations

SUMMARY

Early career **civil engineering** professional with two years of municipal engineering internship and **public works** project experience supporting roadway, grading, sewer, storm drain, and land development work. Applies civil engineering principles, survey information, design calculations, cost estimating, and construction inspection practices to produce accurate documents and practical recommendations. Reviews development plans, maps, soil reports, and engineering materials for completeness, technical accuracy, constructability, and compliance. Coordinates comments with developers, contractors, engineers, architects, agency reviewers, and public facing staff while tracking conditions of approval, permits, fees, bonds, and mapping records. Familiar with California public works requirements, Cal/OSHA practices, Davis Bacon considerations, **construction administration**, project budgets, and expenditure monitoring. Holds a Bachelor of Science in Civil Engineering, California **Engineer in Training** certification, and valid Class C Driver's License.

EXPERIENCE

Junior Civil Engineer

Westbrook Infrastructure Group 📅 June 2025 - Present 📍 Riverside, CA

Supports municipal roadway, sewer, **storm drain**, grading, and land development assignments from preliminary layouts through construction documentation. Provides technical review, cost information, field observations, and coordination support under senior engineering direction.

- Translated survey and field data into design calculations for roadway and drainage documentation.
- Reviewed development plans and reports for dimensional consistency, drainage, constructability, and client standards.
- Prepared quantity takeoffs, engineer estimates, and budget worksheets for **public works** improvements.
- Documented construction site observations against approved plans, **specifications**, and safety practices.
- Coordinated comments with developers, architects, contractors, and agency reviewers through clear disposition logs.
- Applied California requirements, **Cal OSHA** awareness, and **Davis Bacon** documentation during contractor file assembly.

Civil Engineering Intern

Inland Civic Engineering Internship 📅 June 2024 - May 2025 📍 Riverside, CA

Supported municipal **development review** and public works administration under engineer supervision. Contributed **plan review**, preliminary layouts, mapping records, field documentation, cost worksheets, and public inquiry support for local infrastructure assignments.

- Checked grading, street, sewer, and storm drain submittals before routing engineering comments.
- Prepared preliminary infrastructure layouts from **survey data** and field measurements for engineer verification.
- Tracked **tract maps**, **parcel maps**, lot adjustments, bonds, fees, and approval conditions.
- Located standards and project records for front counter inquiries from applicants and residents.
- Compared construction progress with approved plans during site visits and recorded follow up items.
- Organized bid records and cost worksheets while learning **public works** contract administration.

PROJECTS

Municipal Drainage Review Study 📅 2025

- Cost Estimation
- Budget Tracking
- Construction Inspection
- Contract Management
- Technical Documentation

LANGUAGES



MY CAREER



- Junior Civil Engineer at Westbrook Infrastructure Group (1.3 Years)
- Civil Engineering Intern at Inland Civic Engineering Internship (11 Months)

Reviewed drainage layouts, survey information, supporting calculations, and field observations, then organized practical comments for public works review. Clear records helped connect technical decisions with safer infrastructure and more useful service for residents.

Development Records Coordination 📅 2024

Built a structured tracking approach for maps, bonds, fees, and approval conditions. Better visibility helped staff identify open items sooner and supported more consistent communication with applicants, engineers, and contractors.

LEADERSHIP & AWARDS

- Public Works Project Support Recognition for dependable plan review and field documentation, 2025.
- Engineering Internship Achievement for organized development records and responsive technical support, 2024.
- Emerging Civil Engineer Leadership recognition for practical coordination across project stakeholders, 2024.

EDUCATION

Bachelor's Degree in Civil Engineering

California Baptist University 🎓 GPA: 3.5 📅 2024 📍 Riverside, CA

Coursework: Public works engineering, structural analysis, surveying, construction administration

CERTIFICATIONS

- Engineer in Training, California 📅 2024
- California Class C Driver's License 📅 2024

TECHNICAL SKILLS

- **Civil Design:** Roadway design, grading plans, sewer plans
- **Drainage Engineering:** Storm drain design, drainage review, hydrology
- **Development Review:** Development plans, soil reports, tract maps
- **Surveying:** Survey data, field measurements, preliminary layouts
- **Cost Analysis:** Quantity takeoffs, cost estimates, budget worksheets
- **Construction Administration:** Specifications, bid records, contract documentation
- **Field Inspection:** Site observations, progress checks, safety practices
- **Mapping Records:** Parcel maps, lot adjustments, approval conditions
- **Regulatory Compliance:** Cal OSHA, Davis Bacon, California requirements
- **Project Controls:** Expenditure monitoring, project budgets, disposition logs

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers, student and early career member.
- California engineering community participant, focused on public infrastructure practice and continuing development.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST