

Aanya Singleton

📞 (559) 555-6418 ✉️ aanya.singleton@example.com

🌐 linkedin.com/example/aanyasingleton 📍 Clovis, CA 93612



SUMMARY

Civil engineering technician with five years supporting public works, surface water, groundwater, surveying, drafting, estimating, and construction documentation. Develops base maps from **recorded tract maps**, **field survey notes**, coordinate data, and related records. Prepares plats, property descriptions, parcel exhibits, quantities, cost estimates, and assessment calculations for infrastructure assignments. Researches ownership, assessed valuation, legal references, and recorded information, checking accuracy before technical use. Converts field information into organized CAD deliverables for engineering review and design progression. Supports municipal infrastructure and consulting work through careful drawing updates, document checks, and revision control. Holds a Bachelor of Science in **Civil Engineering Technology**, an AutoCAD Civil Drafting Certificate, and a valid **California Class C driver's license**.

EXPERIENCE

Engineering Technician, Public Infrastructure

February 2024 - Present

Sierra Municipal Engineering

Clovis, CA

Supports municipal street, drainage, utility, surface water, and groundwater assignments through CAD production, property research, estimating, and technical document control. Works with survey information, recorded maps, parcel records, and engineering markups under general supervision.

- Produced CAD plans and **base maps** from **survey data**, recorded maps, and engineering markups.
- Converted field survey notes into organized mapping, resolving discrepancies against tract records before design work.
- Drafted **property descriptions** and exhibits for **right of way** and infrastructure review packages.
- Prepared quantities and cost estimates, documenting assumptions for advancing public improvement budgets.
- Researched ownership and **assessed valuation** records, checking legal references before technical use.
- Updated drawings and field information for **surface water** and groundwater infrastructure assignments.

Civil CAD Technician, Survey Design

June 2022 - January 2024

Valley Survey and Design

Visalia, CA

Prepared civil base drawings, plan sheets, property exhibits, estimates, and revision records for roadway, site, utility, and public infrastructure assignments. Translated survey data and recorded tract information into review ready CAD deliverables for survey and engineering teams.

- Developed civil base drawings from field **survey data**, **subdivision maps**, and recorded tract information.
- Prepared CAD exhibits for property boundaries, access improvements, and public infrastructure concepts.
- Checked bearings, dimensions, and **parcel references** against source records before senior **technical review**.
- Built **quantity takeoffs** and estimate worksheets from evolving plan sets for preliminary costs.
- Produced property graphics and descriptions for easement and dedication packages after review comments.
- Maintained drawing files and **revision histories** across concurrent civil design assignments.

Engineering Aide, Civil Infrastructure

October 2021 - May 2022

Golden State Infrastructure Consulting

Madera, CA

Supported supervised **civil engineering** assignments by organizing survey records, property documents, field information, CAD updates, quantity calculations, and technical checks. Built practical experience connecting legal records and survey information with public improvement design deliverables.

- Organized survey records and property documents for public improvement design assignments.
- Updated **CAD** drawings from redlines and field measurements, improving plan organization and annotations.
- Compiled **ownership** and valuation information, verifying source entries before engineering worksheet use.
- Calculated basic quantities and assessment inputs, recording formulas for reviewer confirmation.
- Prepared map exhibits from recorded tract information and survey notes for **technical review**.
- Checked drawings and documents before submittal, correcting labels and reference issues.

PROJECTS

Public Improvement Assessment Mapping 📅 2024

Created coordinated base mapping, parcel research, assessment inputs, and property exhibits for a public improvement workflow. Connected recorded information with CAD documentation for engineering review.

Surface Water Infrastructure Documentation 📅 2023

Updated civil drawings and field information for surface water infrastructure support. Maintained consistent plan content through revisions and prepared clear technical files for design coordination.

LEADERSHIP & AWARDS

- Received progressive responsibility across municipal infrastructure and consulting assignments through dependable technical delivery.
- Recognized by project teams for accurate parcel research, drawing checks, and clear supporting documentation.
- Led daily quality checks on CAD files, records, and estimate inputs before technical review.

EDUCATION

Bachelor's Degree in Civil Engineering Technology
California State University, Fresno GPA: 4.0
Coursework: Civil design, surveying, computer aided drafting, construction estimating

2021
Fresno, CA

CERTIFICATIONS

- AutoCAD Civil Drafting Certificate 📅 2022
- California Class C Driver's License 📅 2021

TECHNICAL SKILLS

- **CAD Applications:** AutoCAD, Civil CAD, CAD plan sheets
- **Survey Data:** Field survey notes, coordinate data, bearings
- **Mapping Records:** Recorded tract maps, subdivision maps, base maps
- **Property Documentation:** Property descriptions, property exhibits, parcel records
- **Public Works:** Street improvements, drainage, utility improvements
- **Water Infrastructure:** Surface water, groundwater, drainage systems
- **Estimating:** Quantity takeoffs, cost estimates, assessment calculations
- **Research Records:** Ownership records, assessed valuation, legal references
- **Drafting Deliverables:** Plats, plan sheets, easement exhibits
- **Quality Control:** Drawing checks, document checks, revision histories

SKILLS

- | | | | |
|------------------------|---------------------------|---------------------------|--------------------------|
| • Civil Engineering | • Computer Aided Drafting | • Property Descriptions | • Property Research |
| • Public Works | • Base Mapping | • Plat Drafting | • Ownership Verification |
| • Surface Water | • Field Survey Data | • Cost Estimating | • Assessed Valuation |
| • Groundwater Projects | • Recorded Tract Maps | • Assessment Calculations | |

PROFESSIONAL AFFILIATIONS

- Civil engineering and public infrastructure professional focused on accurate field to office work.
- Connected with survey, design, and construction teams through practical project coordination.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST