

KIMBERLY SEARLES

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Current Address:

14511 Valor Circle, Suite 201A
Tampa, FL 33613

Permanent Address:

193 Greyhorse Road
Willow Grove, PA 19090

EDUCATION

University of South Florida, College of Engineering
Bachelor of Science in Civil Engineering
GPA: 3.48

Tampa, Florida
Graduation Expected: Spring 2018

EXPERIENCE

PKF Mark III Inc. Newtown, Pennsylvania (onsite in Bellmawr, New Jersey)

May 2015-August 2015

Engineering Intern

NJDOT-sponsored summer intern on major road construction project in the Southern New Jersey area. Gained experience in field construction management while working in the following areas:

- Maintained tracking of employer activities required to replace activities that subcontractor failed to do; including materials, equipment and employee time.
- Maintained construction document file system to ensure compliance with NJDOT requirements.
- Shadowed Project Manager and NJDOT inspector on field inspections to determine adherence of completed sites to applicable NJDOT requirements. Documented and photographed inspection results and prepared report on needed repairs.
- Update As-Built Plan sheets on original copies of the plan sheets.
- Track employee hours using MS Excel and completed 480 hours of training to achieve NJDOT Time Keeper certification.
- Sorted old transmittals and submittals by item number for easy tracking in the future and as extra documentation to provide proof of submittal.

Luther Park Hatboro, Pennsylvania

March 2013- August 2014

Server

Member of the Food Service Staff in an Assisted Living facility. Responsibilities included:

- Prepare Dining Room linens and silverware before food service.
- Take the residents order and serve them their meal.
- Clean and prepare dining room for the next meal.

Rita's Water Ice Warrington, Pennsylvania

February 2012-August 2014

Treat Team Member

- Worked register, took orders, filled orders and answered phone calls.
- Cleaned Store.
- Made water ice when the supply was low.

AFFILIATIONS

ASCE Member

September 2014- Present

Society of Women Engineers Member

September 2014- Present

- Engineering Expo Chair

SKILLS

AutoCAD, Microsoft Word, Excel, PowerPoint, Primavera Oracle, Construction Document Router, Invoice Router, Timekeeping