

**Kerry Toufel**  
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**Title:** Civil Engineer with over five years of experience as an Engineering Project Manager with considerable expertise in handling rehabilitation projects.

**Objective:** Seeking employment as a Civil Engineering Project Manager with a reputed construction company.

### **Skills and Knowledge**

- Ability to plan tasks and delegate them to the appropriate personnel
- Good communication, time management, direction, and decision making skills
- Excellent interpersonal abilities for successful interactions with clients, superiors, and subordinates
- Able to handle unforeseen problems with course corrections
- Cognizant with all laws, bye laws, regulations, documents, safety codes, and standard operating practices related to the construction industry
- Well versed with AutoCAD and Microsoft Suite
- Reasonable level of physical fitness and ready to work overtime as and when the occasion demands

### **Work Experience:**

**Manager cum Consultant** with **New World Construction Inc.**, New York, NY, from 2003 till date, where the responsibilities involved:

- Supervision of drafting of building plans after thorough interactions with clients, scheduling of activities, delegation of activities, contacting vendors and suppliers and placing orders with them
- Liaising with other departments during preparation of legal and technical documents needed to obtain the necessary statutory approvals
- Supervision of construction activities and ensuring availability of all necessary material during construction

**Project Manager** with **EFCC Construction Company**, New York, NY, from 2000 to 2003, where the responsibilities involved:

- Responsible for taking correct and proper decisions during projects.
- As a construction project manager, responsible for solving problems during production.
- Responsible for supervising subcontractors, suppliers and vendors who are working on the site.

- Make appropriate changes in designs according to need of customer while maintaining budget and schedules.
- Responsible for site inspection and preparing reports and documentation regarding to inspection.
- Responsible for appraisal, recommendation and give support to change request and onsite change orders.
- Done various other duties as a project manager.
- Handling other miscellaneous duties as a project manager

### **Educational Qualifications**

- MS in Civil Engineering from New York University, NY in 2000
- Successfully completed BATC Safety Training course in 2002