**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