

Example of a Functional Resume

Mary Jones

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Professional Profile

Three years of experience as a licensed Civil Engineer. Drafted plans and served as Project Manager for multimillion dollar renovation projects including bridges, highways, residential facilities, and industrial parks. Proficient in AutoCad and Pro-Engineer. Ability to supervise and interact well with all levels of management.

Career Highlights

Project Management:

- Supervised drafters and field engineers for bridge, highway, and building renovation projects
- Oversaw budgets of up to \$4 million.
- Conducted team meetings and maintained cooperative liaison between management, field engineers, and drafters

Drafting:

- Proficient in using AutoCad and Pro-Engineer to draft a variety of projects for construction of bridges, highways, and industrial parks
- Served as Senior Drafter for construction of an assisted living facility
- Created presentation plans to senior management for approval

Field Engineering:

- Surveyed land to determine building protocol
- Served as team leader during the construction of a new highway bridge

Experience

2007-Present

Ross Engineering, New York, NY

Project Manager

2005-2007

KB Associates, Bridgewater, NJ

Drafter

Education

New Jersey Institute of Technology, Newark, NJ

MS, Civil Engineering, May 2008

GPA 3.75

New Jersey Institute of Technology, Newark, NJ

BS, Civil Engineering, May 2005

GPA 3.5