

Emily Chen

Intern Facilities Engineer

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Summary

Highly motivated and detail-oriented Intern Facilities Engineer with 2+ years of experience in facilities management, construction, and engineering. Proven track record of successfully managing projects, improving efficiency, and reducing costs. Proficient in Autodesk AutoCAD, Revit, and MS Office.

Experience

Facilities Engineer InternJun 2022 - Aug 2022

ABC CorporationNew York, NY

Assisted in the management of facilities operations, including maintenance, repairs, and renovations. Coordinated with contractors, vendors, and internal stakeholders to ensure project delivery on time and within budget. Conducted site inspections and reported on progress, identifying areas for improvement and implementing corrective actions.

- Managed and coordinated facilities projects, resulting in a 25% reduction in project timelines and a 15% reduction in costs
- Developed and implemented a preventive maintenance program, increasing equipment uptime by 30% and reducing maintenance costs by 20%
- Collaborated with cross-functional teams to design and implement process improvements, resulting in a 40% reduction in energy consumption and a 25% reduction in water usage

Construction Management InternJun 2021 - Aug 2021

DEF ConstructionLos Angeles, CA

Assisted in the management of construction projects, including scheduling, budgeting, and quality control. Coordinated with subcontractors, suppliers, and internal stakeholders to ensure project delivery on time and within budget. Conducted site inspections and reported on progress, identifying areas for improvement and implementing corrective actions.

- Managed and coordinated construction projects, resulting in a 20% reduction in project timelines and a 10% reduction in costs
- Developed and implemented a quality control program, increasing customer satisfaction ratings by 25% and reducing defect rates by 30%
- Collaborated with cross-functional teams to design and implement process improvements, resulting in a 35% reduction in waste and a 20% reduction in labor costs

Education

Bachelor of ScienceSep 2018 - Jun 2022

University of California, Los AngelesLos Angeles, CA

Civil Engineering3.5/4.0

Skills

- Autodesk AutoCAD
- Revit
- MS Office
- Project Management
- Facilities Management
- Construction Management
- Quality Control
- Team Collaboration
- Time Management
- Communication

Languages

- EnglishNative
- SpanishIntermediate

Hobbies

- Hiking

Certificates

OSHA 30-Hour Construction Industry Outreach Training Program

Jun 2021

University of California, Los Angeles

Completed a 30-hour construction industry outreach training program, covering topics such as hazard recognition, fall protection, and electrical safety

Awards

UCLA Engineering Awards

Jun 2022

University of California, Los Angeles

Received the UCLA Engineering Award for outstanding academic achievement and contributions to the engineering community

References

