


Lorenza Wheet

Office Engineer

Dedicated Office Engineer with 1 year of experience in providing proficient support to project teams, ensuring efficient office operations, and maintaining accurate documentation. Adept at coordinating resources, streamlining processes, and executing project deliverables. Demonstrates strong analytical, communication, and problem-solving skills to contribute effectively to a fast-paced work environment.

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(521) 727-1058 

123 Maple Street, Grand Rapids, 
MI 49503

Education

**Bachelor of Engineering
in Civil Engineering at
University of Michigan, Ann
Arbor, MI**

Sep 2017 - May 2022

Relevant Coursework:

Structural Analysis,
Geotechnical Engineering,
Transportation Engineering,
Construction Management,
Surveying, Fluid Mechanics,
Environmental Engineering,
Engineering Materials, and
Engineering Mechanics.

Links

[linkedin.com/in/lorenzawheet](https://www.linkedin.com/in/lorenzawheet)

Skills

AutoCAD



Revit



BIM



Primavera P6



Microsoft Project



MATLAB



Python



Employment History

Office Engineer at Ghafari Associates, MI

Mar 2023 - Present

- Successfully streamlined office processes, reducing project turnaround times by 25% and increasing overall efficiency for the team at Ghafari Associates, MI.
- Implemented a new project management system that led to a 15% increase in on-time project completions and a 10% reduction in overall project costs.
- Trained and mentored a team of 5 junior office engineers, resulting in a 20% increase in overall productivity and improved collaboration across departments.

Assistant Office Engineer at Walbridge, MI

Jul 2022 - Jan 2023

- Successfully managed a \$5 million office renovation project, completing it on time and 10% under budget by effectively coordinating with team members and vendors.
- Streamlined office processes and reduced costs by 15% by implementing new project management software and training staff on its usage, resulting in increased efficiency and better communication.
- Developed and executed a comprehensive safety plan that led to a 20% reduction in workplace accidents, enhancing the overall safety culture at Walbridge, MI office.

Certificates

Project Management Professional (PMP)

Feb 2022

LEED Green Associate Certification

May 2020

Memberships

American Society of Civil Engineers (ASCE)

National Society of Professional Engineers (NSPE)