



# JEANNE MILES

## CIVIL ENGINEER

### PROFESSIONAL SUMMARY

Dedicated and detail-oriented Civil Engineer with 5 of experience in managing and overseeing construction projects. Adept at collaborating with cross-functional teams and ensuring compliance with industry standards.

### EXPERIENCE

- 2022 - Now

#### Civil Engineer

**Pinnacle Precision Engineering** / Memphis, TN

- Manage and supervise construction projects from conception to completion, ensuring adherence to design specifications, budget, and timeline.
- Conduct site inspections and quality control assessments to guarantee compliance with local building codes and safety regulations.
- Collaborate with architects, contractors, and other stakeholders to resolve design issues and implement effective solutions.
- Prepare and review engineering drawings, specifications, and cost estimates.

- 2019 - 2022

#### Civil Engineering Technician

**Apex Innovations** / Memphis, TN

- Assisted in the planning and design of civil engineering projects, including roadways, bridges, and drainage systems.
- Conducted field tests and inspections to ensure compliance with project specifications.
- Prepared detailed technical reports and documentation for engineering projects.
- Collaborated with engineers to analyze and interpret project data.

### COURSES

- 2023 / Tennessee Board of Professional Engineers

#### Professional Engineer (PE) License

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jeannemiles@mail.com

Memphis, TN

### EDUCATION

#### Bachelor of Science in Civil Engineering

University of Tennessee, Knoxville, TN  
2015 - 2019

#### LEED Accredited Professional

U.S. Green Building Council  
- 2023

#### 30-Hour Construction Safety and Health

Occupational Safety and Health Administration (OSHA)  
- 2022

### SKILLS

- AutoCAD
- CAD/CAM Software
- Structural Analysis
- Project Management
- Construction Management
- Geotechnical Engineering
- Quality Control and Assurance
- Cost Estimation
- Land Surveying

### LANGUAGES

- German (Advanced)