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# BRITTANY PEGUERO

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## EDUCATION

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**Bachelor of Science:** Civil Engineering, 05/2019

**Manhattan College** - Riverdale, NY

**Minor:** Environmental Engineering

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## PROFESSIONAL PROFILE

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**Junior Staff Engineer**, 09/2019 to 04/2020

**Grant Engineering** – New York, NY

- Performed Special Inspections and inspected commercial and residential buildings
- TR1 Special Inspections: Sprinklers, Fireproofing, Fire-Stopping, Fire-Rated Construction & Concrete-Cast-In-Place Concrete
- TR8 Special Inspections: Energy Code Compliance Inspections (Lighting in Dwelling Units, Fenestration's, Duct Leakage Testing, Emergency Lighting, HVAC & Service Water Heating Equipment)
- Made and submitted reports detailing findings and any actions taken during inspections.
- Executing DOB Paperwork: Received DOB forms from clients and project partners. Scanned and placed in proper filing system and delivered to next relevant parties.
- Cross referenced inspection scope items with contracted scope.
- Scheduling: Track site visits and associated inspections performed.
- Monitor timesheets: Provide a first review of all inspectors' timesheets daily to ensure they match work completed.

**Water Supply Engineer I**, 06/2019 to 09/2019

**D&B Engineers & Architects P.C** – White Plains, NY

- Prepared engineering-related calculations
- Maintained open and effective communications with project teams through stand-up meetings to increase productivity
- Reviewed technical specifications for newly engineered components and processes
- Discussed engineering projects and products with both clients and other engineers
- Reviewed Shop Drawing Submittal's, RFI's, SWPPP, Site Plans
- Verification of Construction projects for compliance with plans and specifications
- Assisted with inspections, groundwater sampling and soil sampling

**Investigative Engineering Intern**, 06/2018 to 08/2018

**NYC Department of Buildings (Forensic Engineering Unit)** – New York, NY

- Shadowed a Professional Engineer, in participating on site-evaluation of structural faults and cracks, inspection of un-sage buildings, demolition of buildings and determination of building safety.
- Assisted in engineering review of structural plans and writing engineering reports.
- Participated in analysis of structures and inspection of building facades.
- Participated in administrative tasks related to the Building Information System (BIS).

**Intern**, 07/2017 to 06/2018

**Ross & Associates LLC** – New York, NY

- Directed client phone calls to appropriate project managers and office assistants.
- Collected proposals from sub-contractors during bid process.
- Shadowed Construction Management Estimator while completing scope of work, drawings, take-offs and submittals.
- Filed important paperwork for proposed, ongoing and completed projects.
- Completed daily office tasks including collecting mail, running errands, and general housekeeping.

**Medical Biller/Front Desk Receptionist, 08/2012 to 07/2017**

**Buena Vista Vision Center – New York, NY**

- Scheduled appointments, registered patients and distributed sample pharmaceuticals as prescribed.
- Correctly coded and billed medical claims for various hospitals and nursing facilities.
- Thoroughly researched newly identified diagnoses and/or medical procedures to expand skills and knowledge.
- Professionally and courteously verified appointment times with patients. Verified patients' eligibility and claims status with insurance agencies.
- Adeptly managed a multi-line phone system and pleasantly greeted all patients.
- Prepared patient charts accurately and neatly for the clinic.

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**TECHNICAL SKILLS & CERTIFICATIONS**

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- OSHA 10-Hour Construction Safety & Health
- ICC Special Inspections General Requirement Certification
- Fluent in Spanish
- Strong Verbal & Communication Skills
- Superior Critical thinking & Problem Solving.
- Strong Inter-personal skills.
- Microsoft Computer Software (Word, Power Point, Excel),
- Slight to Moderate Experience with AutoCAD, Bluebeam Revu, HEC-RAS, SAP and SWIMM