

CLARK R WILKINSON, P.E.

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paragonengineering@roadrunner.com

Professional Summary

Experienced Civil Engineer with demonstrated record of achieving high quality services in a senior management role. Ability to find and develop creative solutions to problems that require adaptation of standard techniques, procedures and criteria. Highly motivated with an exceptional work ethic seeks a position of Engineering Management to lead and motivate a talented team.

Skills

- Excellent customer relations
- Strong interpersonal skills
- Licensed Civil Engineer
- Team building expertise
- Specification writing & interpreting
- Critical and creative thinking
- Budget development
- Excellent listening skills
- AutoCad, MicroStation & InRoads
- Strong communication skills
- Microsoft Office Suite
- Project scheduling
- Site layout
- Stormwater management
- Drainage design
- Permit applications and laws
- Very skilled in 3D and 2D Design
- Highly organized & Precise
- QA/QC design review
- Oral presentations
- Superior time management
- MS Project & Accounting Software

Work History

President/CEO (Part-Time)

06/2005 to Current

Paragon Civil Engineering, P.C – Queensbury, NY

- Inspect project sites to monitor progress and adherence to design specifications, safety protocols and agency standards.
- Designed low impact transportation, grading and storm water design strategies for sustainable infrastructure projects.
- Analyzed survey reports, maps, blueprints and other topographical and geologic data to effectively plan projects.
- Made and checked complex engineering computations quickly and accurately.
- Designed & Drafted detailed dimensional drawings and design layouts for site development projects.

Edited project reports, specifications, plans, construction schedules, environmental impact studies, bidding documents, permits and designs of private and public projects.

Construction Project Manager

04/2017 – 06/2018

BCI Construction, Inc. – Albany, NY

- Managed the complete renovation of 12 Townhouse Dormitory Units at Small College in MA, design Build
- Critical deadlines were met for student move-in dates (4 months)
- Managing Concrete and Site work for Wastewater Treatment Plant improvements
- Learned and mastered Procore software

Installation Project Manager

03/2016 to 01/2017

Adirondack Studios – Argyle, NY & Dubai, UAE

- Managed three contracts of over \$8 million budget for scenic element installation in a theme park in Dubai, UAE.
- Conducted weekly design & production meetings with client to flush out and resolve critical issues.
- Performed daily on-site observations to manage and minimize project schedule impacts and budget issues.
- Digitally documented daily progress of project for scheduling and reporting.
- Coordinated and managed overseas shipping and logistics.
- Completed the installation within schedule and budget.

Construction Project Manager

08/2014 to 12/2015

The VMJR Companies – Glens Falls, NY

- Ensured complete Project Management as General Contractor, including scheduling, buy-out, soliciting bids, subcontracting, change orders, meetings and documentation, billing, payables and project operations.
- Obtained building and specialty permits from local jurisdictional agencies.
- Conducted weekly production and operations contractor meetings to facilitate stronger communication and ability to resolve critical issues as they arise.
- Performed regular job site observations to provide direction for all general contractor personnel.
- Determined project schedules including sequencing of all construction activities from site clearing to finishes.

Chief Estimator/Project Manager

03/2011 to 08/2014

ARW Drywall Company, Inc – Hudson Falls, NY

- Assured complete electronic take-off and pricing for a Union Metal framing, Drywall and Acoustical Ceiling contractor.
- Maintained company databases and work policies, provided management of construction projects including special materials purchasing, change orders, and coordination with field Foreman to complete projects in a timely manner for public contracts.
- Performed periodic site observations to provide direction for all general company personnel.
- Scheduled all contractors and materials deliveries.

Managing Engineer

11/2003 to 06/2005

Tommell & Associates – Saratoga Springs, NY

- Strengthened company's business by leading implementation of a new engineering department in existing survey firm.
- Developed annual budgets and department spending.
- Hired, trained, coached and mentored staff to ensure smooth design processes and client satisfaction.
- Edited project reports, specifications, plans, construction schedules, environmental impact studies, permits and designs.
- Drove business growth with positive client relations and staff development.

Civil Engineering: Project Manager, Senior Project Manager

Prior to 2003

The RBA Group; Daft-McCune-Walker, Inc; Greenehorne & O'Mara; STV, Inc; The L.A. Group; – Columbia, Towson & Greenbelt, MD; Saratoga Springs, NY

- Served as lead project engineer and manager on Redskins Stadium and other major projects.
- Analyzed survey reports, maps, blueprints and other topographical and geologic data to effectively plan projects.
- Analyzed waterways to identify engineering problems and recommended corrective actions.
- Drafted detailed dimensional drawings and design layouts.
- Planned and coordinated work requiring modification of standard engineering techniques, procedures and criteria.
- Supervised other engineers and technicians.
- Prepared & Edited project reports, specifications, plans, construction schedules, permits and designs.
- Operated large commercial projects under budget with effective management of people and materials.
- Prepared flood hazard reports using data from local, state and federal agencies.

Education

Bachelor of Technology: Civil Engineering Technology, Minor in Communication

May 1988

Rochester Institute of Technology - Rochester, NY

President's Scholarship for Academic Achievement.

Coursework in Construction Management

Rochester Institute of Technology Civil Engineering Club

A.A.S: Construction Technology

May 1985

Hudson Valley Community College - Troy, NY

Construction Technology

Extensive Surveying coursework

HVCC Concrete Canoe Club Member & Race Winner

References available upon request