

## NAHOMY REYES

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### EDUCATION

The City College of New York, New York, NY  
Bachelor of Engineering in Civil Engineering

January 2017 – December 2020

### LICENSES/CERTIFICATIONS

FE Civil Exam, Passed

November 2020

### EXPERIENCE

LKB Consulting Engineers, Syosset, NY

June 2021 – Present

Construction Inspector | Assistant Office Engineer

- Oversee field operations of contractors and subcontractors and provide feedback when necessary.
- Document and inspect daily construction activities using NYSDOT MURK reporting.
- Assist the Office Engineer with the preparation of various construction documents, including field change orders and project estimates.
- Attend meetings and record/distribute meeting minutes.
- Perform concrete testing (slump, air and temperature) under the supervision of the Chief inspector.
- Measure and calculate item quantities to support authorization of payments to the contractor.
- Interpret contract plans and specifications.

Big Apple Group, Ozone Park, NY

December 2020 – May 2021

Special Inspections Specialist

- Revised Special Inspections Reports produced by the inspectors in the field.
- Managed projects and served as the primary contact between the inspections department and the client.
- Revised and distributed concrete break reports to various clients.

New York State Thruway Authority, Suffern, NY

August 2020 – November 2020

Transportation Construction Inspector

- Performed on-site construction inspections including earthwork, structural steel, concrete, and drainage inspections.
- Performed lane closures and traffic slowdowns on the Interstate.
- Produced Individual Daily Work Reports based on activities inspected on the field.
- Calculated quantities for various activities to support authorization of payments to the contractor.

Surtsey Realty Company, LLC, New York, NY

June 2017 – August 2020

Accounting | Management Assistant

- Processed bill payments for incoming invoices.
- Managed personal and business bank statements to minimize discrepancies in accounting records.
- Oversaw emails, telephone calls, and incoming/outgoing mail.
- Created and maintained an orderly filing system for companies and projects under Surtsey's care.

NV5, Inc., New York, NY

January 2020 – May 2020

Civil & Environmental Engineering Intern

- Researched, investigated, and designed various tasks related to roadway and infrastructure design projects.
- Reviewed and prepared project documents for clients.

SUNY Oneonta Financial Aid Office, Oneonta, NY

August 2014 – December 2016

Receptionist | Financial Aid Assistant

- Offered financial guidance to prospective students during university events.
- Managed the advisor's personal schedules.

### SKILLS

Application: AutoCAD, CEES, Bluebeam, MS Office, QuickBooks

Programming: C++, MATLAB

Languages: English, Spanish