

Rachel Xu

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Education

M.S. in Construction Engineering & Management University of Southern California USC, Los Angeles, CA	GPA: 3.8/4.0 01/2020 - Present
B.S. in Civil & Environmental Engineering University of California, Los Angeles UCLA, Los Angeles, CA	GPA: 3.5/4.0 12/2018

Work Experience

Project Estimator/APM - JEM Unlimited Iron, Inc -Anaheim, CA	06/2018 - 01/2020
<ul style="list-style-type: none">Review plan drawings and conducted quantity takeoff (QTO) for residential and commercial buildingsReview project plans, requirements and specifications to develop a comprehensive understanding of the project and develop scope of work, labor and equipment costs.Prepare quantity takeoffs and pricing of scope either through self-perform production-based estimate or unit price estimating. Review and understands all bid documents and material requirements to assess constructability and product material requirements.Assist Project Manager in establishing the construction plan and engineering methodsPrepare estimates according to the requirements of multiple delivery systems. Reviews quotes and estimates with the project management team.	
Project Engineer Intern – J.F.Prieto Engineering Construction, Inc. -Los Angeles, CA	05/2017 - 08/2017
<ul style="list-style-type: none">Managed project related documentation and maintained project logs (RFI, change order, submittals)Generated progress meeting minutes with subcontractorsReported weekly progress status to project managerReview and modified construction drawings utilizing AutoCAD & Revit	

Work Related Projects

8899 Beverly w/Pankow Builders – Project Estimator/APM, Los Angeles, CA	01/2019
<ul style="list-style-type: none">Review Plan drawing s and conduct quantity takeoff in order to provide proposal for this luxury apartment buildingsParticipate meetings and build good relationship with developer, win bid awards and assist PM sign contract.Dealing RFIs and change orders after award project.	
Avalon Brea Place w/AvalonBay Communities – Assistant Project Manager, Brea, CA	03/2019
<ul style="list-style-type: none">Assisted with scope initiation/interpretation, quantity take-off for \$5-10M Large scope community mix-usedAssisted the creation and management of project schedules, logistic plans, and materials coordination plansResponsible for coordinating, organizing, tracking, updating and/or expediting the flow of information, files, drawings and permits. Assisted in preparing detailed cost estimation, effective schedule and identification of resources needed	

Academic Projects

Two-Stories University Building 4D Simulation– Team Leader, Los Angeles, CA	01/2020
<ul style="list-style-type: none">Built 3D Building model and managed all documentation using RevitGenerated cost-loaded scheduling and Microsoft Project, and created 4D simulation in Navisworks & Synchro	
Design-Build Firm Business Plan – Director of Development, Los Angeles, CA	01/2018
<ul style="list-style-type: none">Mocked up a Design-Build company for Senior living facilities.Proposed marketing strategies to keep clients and surpass competitorsWon the First place of the Business Plan Shootout among 18 groups	
Procore project management mockup, Los Angeles, CA	01/2020
<ul style="list-style-type: none">Coordinated with teammates to maintain logs for RFI, submittals, punchlist, and drawings using ProcoreIntegrated design markups, walk through, 4D animation, clash detection, and QTO in Navisworks to analyze building	

Skills

Construction Management: Excel, Microsoft Project, Bluebeam, BIM 360, Autodesk 360, PlanGrid, Procore
Modeling: ArcGIS, AutoCAD, Navisworks, Revit, Solibri, Synchro, On-Screen Takeoff
Interpersonal: Self-Motivated, Team-Oriented, Problem Solving, Detail-Oriented, Communication

Volunteer Experience

Civil & Environmental Engineering Department, UCLA, Los Angeles	08/2016 - 01/2017
<ul style="list-style-type: none">In Charge of construct a steel bridge that spans over a river and can sustain 2500lb.Testing the result and analysis the data we obtain from the observation. Develop excellent team collaboration ability and communicative competence.	