

Objective

Seeking a position where I can continue to plan, coordinate, and facilitate projects in a prompt & professional manner in order to maximize business growth, quality of service, and client loyalty.

Highlights of Skills

- Detail-oriented individual with extensive work experience & skills in providing effective solution within a busy and time-sensitive environment in order to boost business growth and productivity on the job
- Hard-worker which is verified through the successful completion of a Masters degree in *Civil Engineering*; also hold a Bachelor of Science degree in *Construction Management*
- Recognized as an effective team-player & problem-solver which was demonstrated while working role as a *PIT Crew Specialist* for the *University of Maryland* (Department of Transportation Services)
- Knowledge in the following areas: Environmental Engineering, Structural Engineering, Geotechnical & Transportation Engineering, Construction Management, Accounting, and Project Estimates
- Ability to master new technology due to current skills in utilizing: AutoCAD, Microsoft Office Software, Modeling, Data Manipulation, Primavera, Sage Timberline Office, LPILE 6.0, and Hexagon Geosystems

Areas of Expertise

- | | | |
|-----------------------------------|--------------------------------------|---------------------------------|
| ❖ Project Management (PM) Skills | ❖ Civil Engineering & Infrastructure | ❖ Mastering New Technology |
| ❖ Data Evaluation & Calculations | ❖ Planning & Overseeing Projects | ❖ Liaising with Subcontractors |
| ❖ Conducting Quality Control (QC) | ❖ Adhering to Safety Protocols | ❖ Bilingual (English & Chinese) |

Professional Work Experience

UNITED CONSULTING LTD

2015 – 2017

Staff Civil Engineer (Georgia)

- Streamlining business operations by effectively mapping & detecting highway subsurface features (bedrock, buried boulders, soil profiles, pavement, and foundations)
- Providing professional soil stabilization and pavement evaluation reports to *Georgia Department of Transportation* by utilizing various software programs and tools
- Coordinating subcontractor performance for supervisor and interpreting complex plans (in order to provide effective implementation and minimize chances of accident, conflict, or delay)
- Conducting field reviews of project implementation and reviewing sites of proposed project to ensure project adaptability and solve plan implementation challenges
- Completing responsibilities with minimal supervision due to strength in learning new skills in a very short period of time

Tao Gao

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UNIVERSITY OF MARYLAND (Department of Transportation Services)

2013 – 2014

PIT Crew Specialist - University of Maryland (College Park, MD)

- Ensured a safe & injury-free work environment by resolving challenges in a prompt manner
- Worked in a team setting and independently in order to facilitate parking requirements that serves 37,000 students at *University of Maryland (Department of Transportation Services)*
- Fostered a healthy and productive learning environment by setting up & directing traffic during special events (such as President Obama visiting and National college football game)
- Operated, monitored, and analyzed the transportation requirements around campus
- Analyzed the transportation conditions and reported to Shuttle and Police Department

MICROSOFT BUSINESS DYNAMIC

2012 – 2013

Migration Engineer (Fargo Great Plains Campus)

- Cultivated solid business relationships by working as a liaison between Microsoft global partners and software engineers
- Identified Microsoft Global Commercial Live ID and Agreement
- Migrated data from Commerce Transaction Platform to Office 365

MINNESOTA STATE UNIVERSITY

2010 – 2011

I.T. Specialist (Moorhead I.T. Department)

- Maintained computer labs and Microsoft Windows system
- Acted as a helpdesk liaison between student and staff
- Built library computer network & hardware

FM CONTRACTING INC.

Summer 2010

Starion Financial Bank Construction Site, Fargo

- Resolved challenges for the Minnesota State University (Moorhead Library Construction Site)
- Promoted a safe working environment while building wall & ceiling structures
- Ensured all jobs were completed in a professional manner by maintaining structures fireproofing
- Completed project estimates and safety control that included following all environmental regulations, codes and policies

Education & Certifications

- Master of Civil Engineering , *University of Maryland, College Park, 2014*
- Bachelor of Science in Construction Management, *Minnesota State University Moorhead, 2011*
- Occupational Safety & Health Administration (OSHA), 30-hour safety certificate