

Wenwen Xiao

Civil Engineering Graduate

Personal Data

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Summary of Qualifications

- Well-practiced working knowledge of AutoCAD
- Strong working knowledge in Microsoft, Photoshop, SAP 2000, HEC-RAS, and SketchUp
- Proficient programming experience in Matlab and Report Builder
- 8-month site inspection experience, competent in detecting deficiencies and operating tools
- Strong self-learning ability, that was enhanced through self-learning experience of Civil 3D and Python
- Proven ability of conducting high quality work with attention to details

Work Experience

IBI Group Inc. September, 2018 – December, 2018
Civil Engineering Technology Co-op Student Richmond Hill, ON

- Prepared and modified plans and designs using AutoCAD Civil 3D
 - Prepared and modified working drawings and detail drawings in various aspects, including corridor, alignment, cross-section, etc.
 - Prepared technical reports and submissions to support projects through various municipal and provincial approvals
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PCL Constructor Westcoast Inc. January, 2018 – April, 2018
Engineering Student Richmond, BC

- Performed quantity take-offs for materials, including concrete, formwork, and roofing materials
 - Participated in tender process for various projects: prepared bidding documents, communicated with sub-contractors, and estimated tender budgets
 - Wrote two Quarterly Reports for the client, which evaluated PCL's performance and demonstrated PCL's strategic plans for the next quarter
 - Conducted deficiency site walk and generated deficiency lists for the two phases of a project
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Ontario Ministry of Transportation (MTO) May, 2017 – August, 2017
Road Maintenance Engineering Assistant St Catherine's, ON

- Undertook key research projects for winter highway maintenance, one of which was taken into consideration for field testing in 2018 winter
 - Analyzed the accuracy of data, that was used for the Ministry's website
 - Maintained and analyzed Automatic Vehicle Location (AVL) data biweekly and generated monthly summary reports for AVL data
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EllisDon September, 2016 – December 2016
Field Engineering Vaughan, ON

- Inspected the project site daily to monitor progress and ensure contractor compliance
 - Performed site surveys and material take-offs for road pavement
 - Generated traffic control plans based on Book 7 for roadside excavations
 - Coordinated with team members, sub-contractors and consultants for project progress
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WSP Global Inc. January, 2016 – April, 2016
Inspector Toronto, ON

- Inspected construction sites, identified and reported any safety hazards
 - Completed commissioning for more than 50 components of the facility, including streetcar embedded track switches, HVAC units and fire alarm system
 - Reviewed RFIs and RFCs, processed submittals, checked and tracked invoice tickets
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Awards and Certifications

- MTE Capstone Design Symposium Poster Award
- XinJiang Provincial Scholarship for Outstanding Oversea Students
- Euclid Mathematics Contest top 10% students
- Urumqi youth swimming competition, silver medal, Urumqi, Xinjiang, China, 2009

Education

University of British Columbia **September, 2019 – December, 2020 (Anticipated)**
Master of Engineering, Civil Engineering **Vancouver, BC**

- **Relative courses:** Dynamics of Structures, Earthquake Engineering, Concrete Structures

University of Waterloo **September, 2014 – June, 2019**
Bachelor of Applied Science, Civil Engineering – Co-operative Program **Waterloo, ON**

- **Relative courses:** Structural Concrete design, Structural Steel Design, Timber Design, Fluid Mechanics, Hydraulics, Water Quality Engineering, Geotechnical Engineering 1&2
- **Relative project:**
 - Technical research report of *Innovative Flood Prevent Technology - Self-floating Barrier*
 - Technical research report of *Innovative Highway Snow Removal Technology – Wind Blower*

Activities

Member of Steel Bridge Team of University of Waterloo **May, 2016 – June, 2019**

- Participated in design and construction teams for the 2018 Canadian National Steel Bridge Competition hosted by Canadian Society for Civil Engineering (CSCE)

Undergraduate Research Assistance, University of Waterloo **September, 2017 – December, 2017**

- Conducted lab testing of Anaerobic Membrane Bioreactor for the Treatment of Municipal Wastewater

Vice-president of a student association (UWWE), University of Waterloo **September, 2014 – December, 2015**

- Organized students for both on-campus and off-campus activities to expand students' university experience

Volunteer – Fundraiser for the Yee Hong Center for the Geriatric Care, ON **November, 2013 – February, 2014**

- Organized the fundraising event to raise money for the Yee Hong Center for Geriatric Care and increase awareness about senior care