

# Reah Mae Sahagun

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<b>Education</b>	San Diego State University Bachelor of Sciences in Civil Engineering	Expected May 2022
<b>Skills</b>	Highly organized with strong attention to details Effective communication skills in small and large group settings Able to build relationships through unity, by maintaining optimism in all situations Fluent in Tagalog and English	
<b>Program Skills</b>	Proficient in AutoCAD Proficient knowledge in Microsoft Word, Power point and Excel	
<b>Related Classes Taken</b>	Intro to Civil Engineering Computer Graphics for the Built Environment (AutoCAD) Statistical Methods for the Built Environment Surveying for Civil Engineering and Construction	
<b>Experiences</b>	<b>Student Engineer</b> City of San Diego, Public Works Department	Dec. 2018 - present
	<ul style="list-style-type: none"><li>Reviews specification/technical for various projects by searching for missing sections, experience requirements that should be deleted and any other discrepancies in the document</li><li>Creates Bid Tabulations for awarded projects by extracting the bid results from Planet Bids and using Microsoft Excel to combine the awarded bid results with the engineers cost estimate</li><li>Updates the Equal Opportunity Contractor Process Goal Calculation Sheets and creates Goal Calculations for various projects to Assist the Specifications Engineers</li></ul>	
	<b>Management Intern</b> City of San Diego, Public Works Department	May 2018 – Dec. 2018
	<ul style="list-style-type: none"><li>Assisted in editing the 2018 Whitebook Specifications for Public Works Construction</li><li>Issued Notice to Proceed Documents to consultants through the Job Order Contracting process</li><li>Collaborates in updating the Cost Estimating Tool by gathering bid result data for all projects within a certain time frame using Microsoft Excel</li><li>Executes quantity take-off by comparing the amount of items seen on the plans with the quantity listed on the Engineer's Cost Estimate file.</li></ul>	
	<b>Fire-Rescue Department Logistics Intern</b> Fire-Rescue Department Logistics, San Diego	Sept. 2017 – Dec. 2017
	<ul style="list-style-type: none"><li>Effectively located items of interests requested by my supervisor</li><li>Organized city plan designs by sorting them out by fire station number</li><li>Analyzed and Calculated costs of inventory for new fire stations by using Microsoft Excel</li></ul>	
<b>Extracurricular Activities</b>	<b>American Society of Civil Engineers Member</b> San Diego State University, San Diego	Aug. 2016 - present
	<ul style="list-style-type: none"><li>Aided with placing concrete mixture onto a canoe for the National Concrete Canoe Competition</li><li>Volunteered in fundraising events by giving out flyers</li><li>Frequently attended networking events</li></ul>	
	<b>Pacific Southwest Conference</b> University of California Irvine, Irvine	Apr. 2017- Apr. 2018
	<ul style="list-style-type: none"><li>Utilized AutoCAD by designing road as a member of the Transportation Team</li><li>Revised the Traffic Impact Analysis report by using Microsoft Word</li></ul>	