

ODAY TOMA

207 WEST LOMITA AVENUE, APT. 305 • GLENDALE, CA • (818) 572-7759 • oday.toma@yahoo.com

PROJECT ENGINEER with experience in state, and local regulations, project documentation, resource allocation, and requirements gathering. Result-oriented professional with a proven track record of meticulously analyzing contracts, documents, and electrical designs in order to maximize project outcomes. Dedicated and efficient team member leveraging interpersonal communication skills to streamline interactions between subcontractors and supervisors, optimizing operational processes.

AREAS OF EXPERTISE

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|----------------------------------|--------------------------------|---|
| ✓ <i>Construction Management</i> | ✓ <i>Project Documentation</i> | ✓ <i>Electrical Engineering</i> |
| ✓ <i>AutoCAD Drafting</i> | ✓ <i>Purchase Orders</i> | ✓ <i>Cross-Functional Collaboration</i> |
| ✓ <i>Regulatory Compliance</i> | ✓ <i>Microsoft Project</i> | ✓ <i>Contract Negotiation</i> |

SELECT ACCOMPLISHMENTS

- Managed supporting documentation for over 40 projects, with budgets starts from \$900K, completing hundreds of RFIs and submittals in order to maintain project baselines as well as projected timelines.
- Revised shop drawings, modifying contractor sizing, circuit breaker sizing, and transformer sizing in order to develop accurate Electrical Single Line Diagram Designs to stabilize project implementation.
- Evaluated prospective projects, utilizing numerous software programs and analyzing all requisite specifications and details in order to secure optimal contract terms and project agreements.
- Harnessed cross-functional collaboration, working with all members of project teams from chief engineers to foremen and technicians, maximizing workforce cohesion and project coherence.

CERTIFICATIONS

Engineering & Architectural AutoCAD, California State University
Construction Management, University of California Los Angeles
Facility Management Professional, Active: FMP894964
OSHA10 Safety Card

COMPETENCIES

BuildingConnected • Dodge Digital • PlanetBid • BidSync

PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

LEEDCO Engineers – El Monte, CA

January 2018-recent

Project Engineer

- Oversaw daily operations and document modification, conducting visits to two sites, evaluating progress and coordinating future activity in order to ensure timely and successful project completion.
- Corrected two Electrical Single Line Diagram Designs, receiving rudimentary shop drawings and reconciling contractor sizing with circuit breaker and transformer sizing to set project requirements.
- Maintained consistent communication in response to mission-critical emails per day in order to ensure the completion of all tasks despite consistent modifications.
- Managed document revisions, liaising with the local government and reviewing mark-ups for four projects in order to explain adjustments to the Senior Architect.

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- Analyzed and finalized supporting documentation for three projects in three cities, clarifying elevation and landscape and incorporating feedback from city planning and the fire marshal to ensure compliance.

GHS Govan's Construction – Fresno, CA

February 2017-December 2017

Assistant Estimator

Leveraged estimation expertise to effectively allocate a \$900K-\$17,000,000.00 budget for projects related to the construction of significant structures.

- Conducted research via Dodge Digital Network, PlanetBid, and BidSync to identify new projects, evaluating project type and contract details; secured six optimal projects during tenure.
- Review and Update Project Master Schedule using Microsoft project .
- Determined project requirements, liaising with government officials to clarify Title 24 mandates.
- Supervised internal and external document delivery, sending out plans, specifications, and addendums with BuildingConnected daily to ensure successful delivery to project managers and subcontractors.
- Supported project development, writing subcontractor selection meeting notes and distributing RFIs per week; implemented clear communication practices to maximize efficiency.
- Developed final project summary sheets, quantifying departmental requirements including electrical, mechanical, labor, and materials; submit documentation to obtain project manager approval.

Pub Construction – Oxnard, CA

February 5-2015 -November 24th 2016

Project Engineer-Dental college new construction

- Supervised essential project documentation, completing RFIs and submittals throughout tenure, using Microsoft SharePoint to optimize processes across all projects.
- Evaluated onsite project conditions, developing purchasing orders with Microsoft Excel in order to maximize material availability throughout the entirety of the project closeout phase.

KASB – Amman, Jordan

February 2011 – January 2013

Project Engineer

- Coordinated with project managers and subcontractors, supervising documentation, goods delivery, and regulatory compliance to ensure adherence to industry best practices.
- Emended mission-critical documentation, reporting formatting, edits, and revisions through Microsoft Excel in order to successfully construct Cathodic Protection and Pump Stations.
- Attended weekly internal and biweekly external meetings discussing budgetary compliance, schedules, and materials to monitor operations.
- Oversaw international goods provision, interacting with producers and suppliers from three countries to ensure the correct specifications and successful delivery of goods.
- Managed numerous projects, evaluating project-dependent compliance rules and ensuring comprehensive adherence to numerous regulations in order to streamline project success.

Aswad Engineering – Abu Dhabi, United Arab Emirates

2006 – 2010

Project Engineer

- Obtained four to six building permits per project, liaising with telecommunication agencies, ADEWA, and the fire department; received company approval and informed all agencies to initialize projects.
- Managed procedural documentation, organizing all relevant project information, including materials, scope, and specifications for all trades to distribute 20 RFIs and one bill of quantity per project.
- Monitored projects, observing subcontractors by following up every two weeks to ensure compliance with contracts, specifications, and projected timelines for efficient completion.

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- Engaged in electrical planning, checking load schedules, single-line diagrams, and power and lighting layouts in order to identify and acquire necessary equipment to ensure project success.
- Collaborated with cross-functional teams of architects, electrical chief engineers, electrical and concrete foremen, electricians, and technicians to maximize organizational outcomes.
- Managed project expenditure, reading all supporting documentation, including specifications, plans, and contract terms, to ensure optimal agreements and complete work under budget.

EDUCATION

Bachelor of Science (BS), Electrical & Electronic Engineering
University of Technology