TRACEY E. EDWARDS

651 Gregory Lane   Pleasant Hill, California 94523   (925) 874-0940

OBJECTIVE

Senior position in engineering management.

HIGHLIGHTS OF QUALIFICATIONS

- Strength in analyzing and improving engineering and administrative methods.
- Effective in facilitating communication between management and project team.
- Proven ability to manage large groups and increase productivity.
- Successful in negotiating favorable design and construction contracts.

PROFESSIONAL EXPERIENCE

Management
- Enhanced project management of specialty chemical plant by outsourcing design engineering.
- Supervised recruitment and staffing of over 40 project team professionals.
- Detailed execution plans for major design and construction projects involving project staffing, preliminary schedules, preliminary cost estimates, and engineering drawings.
- Wrote comprehensive summary for senior level management, incorporating monthly reports from specialty engineering, project engineering, and construction management.

Construction Management
- Wrote 800-page Construction Management Guide documenting standardized construction procedures and reporting.
- Increased productivity 12% by introducing a popular 4 day/48 hour work week alternative.
- Negotiated directly with subcontractors to resolve contracting issues resulting in a savings of over $1 million.

Engineering/Product Development
- Conceived and patented profitable design for a Refrigerant Recovery System which realized a profit of over $15 million.
- Trained 25 salespeople to demonstrate patented equipment to various industries.

EMPLOYMENT HISTORY

Atlantic Richfield Company, Project Manager, Walnut Creek, California   20xx-present
Allied Chemical Company, Project Manager, Morristown, New Jersey   19xx-20xx
Sun Oil Company, Project Engineer, Philadelphia, Pennsylvania   19xx-19xx

EDUCATION

State University of New York College at Buffalo
Bachelor of Science in Industrial Technology, 5/19xx

REFERENCES

Available Upon Request