

Ángeles C. Chaparro Bosque, E.I.T.

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Education

University of Puerto Rico, Mayagüez Campus

Graduation Date: May 2013

Bachelor of Science: **Civil Engineering**

- General GPA: 3.67
- Major GPA: 3.81
- Suma Cum Laude
- Engineer in Training (EIT) Civil Engineer

Experience

Office Depot Supply Chain – Delivery Lead

January 2014 – June 2015

- Efficiently managing a team of drivers and vehicles
- Responsible for all of the dispatching, routing, and tracking of delivery vehicles
- Involved in strategic development and strategy making
- Managed work of all employees, evaluated performance and recommended changes if required
- Ability to quickly learn new technical systems and processes
- Managed interview process for new employees

JGR Eco-logical Group – Safety Official

August – December 2013

- Safety Officer based on OSHA requirements
- Construction supervision and quality control
- Perform Project Management and Monitoring
- Workforce asset management: coordinated manual labor between multiple projects resulting in improvements in productivity and organization
- Construction supervision included industrial (pharmaceuticals) and commercial

Puerto Rico Group Real-Estate – Office Administrator 2010

2010-2013

- Office administration
- Purchased and maintained office supplies inventory
- Provide customer service to clients including problem resolution, appointment scheduling, and property identification
- Generate contracts for purchase, sale, and rentals
- Visit governments offices to request documents

Research, University of Illinois at Urbana-Champaign, IL

Summer 2012

- Assisted in the analysis of railroad ballast material from Union Pacific Railroad
- Conducted sieve analysis and LA Abrasion Test

Leadership Activities/Extracurricular Activities

Associated General Contractors-UPRM Chapter

2011 - 2012

- Documentation Manager
- Assist in the organization of technical workshops, community services, and engineering seminars
- Optimized the logistics of professional seminars offered by the organization

Volunteer for Missionary Work in Arenoso, Dominican Republic

Summer 2009

- Worked in groups to organize fund-raising activities
- Assisted in the development of the meal distribution plan

University of Pennsylvania Research Engineering Program

Summer 2011

Certifications

- OSHA – 30-Hour Construction Industry Outreach Training Program
- OSHA – 30 Hour General Industry Outreach Training Program

Honors/Awards

- Tau Beta Pi: Engineering Honor Society
- Presidential Award

Skills

- Knowledge in Microsoft Office, Visual Basic, Epanet, AutoCad 2012 and Synchro8, Kronos
- Fully Bilingual: English and Spanish,
- Fast learner and problem solver