**KEY INDIVIDUAL RESUME FORM**

Highlighted Text can be removed when filling out this form.

|  |
| --- |
| **Brief Resume of Key Individual anticipated for the Project.** |
| 1. Name & Title:   John Smith, P.E.  Senior Project Manager |
| 1. Role of Key Individual for this Project:   Lead Design Engineer |
| 1. Name of Firm with which you are now associated:   ABC Design-Build Contractors |
| 1. Years of Experience: With this Firm     Years With Other Firms     Years   Please list chronologically (most recent experience first) your employment history, including company name, position, duration of employment, and general responsibilities. This section shall show the required years of progressive experience. Project specific experience shall be included in Section g below:  Firm 1: Regional Manager – Responsible for all engineering projects within region, 2012 – 2016  Firm 2: Senior Engineer – Responsible for overseeing roadway projects as assigned, 2005 – 2012  Firm 3: Staff Engineer – Responsible for roadway design duties as assigned, 2000 – 2005 |
| 1. Education: Name & Location of Institution(s)/Degree(s)/Year(s)/Specialization(s):   My University / City, State / Master of Science / 2000 / Civil Engineering - Transportation  My University / City, State / Bachelor of Science / 1998 / Civil Engineering |
| 1. Active Registrations: Year First Registered/State/Discipline/All Active Registration #s:   2009 / SC / Civil / 56789  2004 / NC / Civil / 12345 |
| 1. Document the extent and depth of your experience and qualifications relevant to the Project.   **(List at least three (3), but no more than five (5) relevant projects\* for which you have performed a similar function. These projects do not need to demonstrate progressive experience.)**   * 1. Project Name   2. Specific Role   3. Note whether experience is with current firm or with other firm.   4. Project and Assignment Duration   5. Owner Contact Information including the company name, contact name, e-mail address and phone numbers of the owner’s representative who can verify and discuss the participation in the project.   6. Provide estimated construction value   7. Provide project description and note your specific responsibilities and authorities for each project, not those of the firm.   **Project Example No. 1**  **Key Personnel Role:** Senior Engineer  **Experience with Current Firm:** Firm 2  **Project/Assignment Duration:** Project 2002-2010, Assigned 2005-2007  **Owner Contact Information:** DOT, Jane Doe, [JaneDoe@DOT.gov](mailto:JaneDoe@DOT.gov) , (803) 555-5555  **Design/Construction Value:** $200 Million  **Project Description:**  This project includes 20 miles of reconstruction with 4 bridge replacements in Wilmington, N.C. John’s specific responsibilities included coordination with designers, scheduling, and cost control. Further description of project and responsibilities may be necessary.  \* On-call contracts with multiple task orders (on multiple projects) may not be listed as a single project. |
| 1. For Key Personnel required to be on-site full-time for the duration of construction, provide a current list of assignments, role, and the anticipated duration of each assignment.   John Smith is currently assigned to a design-build widening and rehab project in Charlotte, N.C. as the construction manager. The widening/rehab project is scheduled to be completed by December 2016, prior to the beginning of this project. |