

# 单文熙

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## 教育背景

2020-09 ~ 2023-06 南京交通职业技术学院 道路桥梁工程技术(大专)

专业成绩: GPA 3.6

主修课程: 工程力学、工程识图与制图、道路建筑材料检测与应用、工程测量技术、土工技术与应用、桥梁结构与识图、工程地质与水文、公路测设技术、路面施工技术、工程招投标与合同管理、路基施工技术、BIM技术应用、公路施工组织与概预算、桥梁施工技术、公路工程检测技术、计算机应用基础、隧道施工技术、桥梁加固专题、施工安全管理、公路病害识别与处治、高等数学、大学英语

2023-09 ~ 2025-05 南京航空航天大学金城学院 土木工程(本科)

专业成绩: GPA 3.74 (专业前5%)

主修课程: 材料力学、工程经济、土力学与地基基础、水力学、BIM技术与应用、房屋建筑学、工程项目管理、土木工程施工、建筑制图、土木工程估价、地下工程、工程结构试验与检测加固、实验室安全、专转本大学英语、职场英语、人工智能概论、航空概论

## 工作经验

2022-12 ~ 2023-05 苏州中云工程咨询有限责任公司 资料员

主要负责1.建立标准化资料分类体系,将工程咨询资料分为立项、设计、招投标、合同、验收5大类20子类,资料归档准确率100%;2.负责项目评审会、技术交底会、协调会等会议记录工作,累计完成会议记录12次,记录完整率100%;3.协调建设单位、设计单位、施工单位等8家参建单位完成图纸会签,累计处理会签文件24份,零差错完成。

2025-06 ~ 至今 江苏科兴项目管理有限公司 监理员、资料员

我担任资料员和监理员的职务。

一、在担任监理员时:1.箍筋间距控制:钢筋笼对接后现场重新箍筋,新箍钢筋间距过大,从原215mm调整至图纸要求150mm,合格率提升至100%;2.混凝土质量控制:现场抽检混凝土发现坍落度为140mm不符合规范要求,叫停施工并要求项目部处理;3.钢筋除锈管控:钢筋笼到现场时部分部位生锈,要求工人用专用除锈剂进行除锈再二次验收。

二、在担任资料员时:1.资料准时性:各个标段日考核表及时收集并保证收集率100%,确保每日施工进度准时上报指挥部;2.沟通协调:与5家参建单位高效对接,资料传递零失误;3.资料完整性:工程资料及时收集并保证收集率100%,归档及时率从85%提升至100%,确保项目顺利通过竣工验收。

在此次工作中,我学会了现场施工、监理流程,重点控制的节点,对规范进一步加深理解,对CAD、智慧工地、SAP2000等软件更加熟悉;对报表填写、档案整理、工程联系等方面掌握。

## 荣誉证书

- CET-6,听说读写能力良好,能流利的用英语进行日常交流,能快速浏览英文文档和书籍
- 获得第五届“品茗杯”全国高校智能建造创新应用大赛三等奖
- 获得2023-2024学年“发展奖学金”二等奖
- 获得优秀学生干部、优秀毕业生、多次获得奖学金
- 熟练使用CAD、SAP2000、BIM软件
- 于2021年8月,获得何桥镇新冠肺炎疫情防控青年志愿服务活动“优秀志愿者”
- 获得施工员证书

## 自我评价

- 工作积极认真:领导交代的工作能提前完成并保证工作准确无误
- 拥有良好的学习能力和适应能力:精准衔接图纸与现场施工,高效指导作业执行,快速适应现场环境,严谨完成旁站巡视
- 有很强的上进心:工作之余通过多看规范、图纸等,考证、学软件等提高自己的专业能力,通过自学掌握了《监理规范》、《施工图纸》、《档案管理》、SAP2000软件等

# Clara Shan



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Years of Experience:	New Graduate	Phone:	+86 19551019919
Email:	x7177837@gmail.com	Political Affiliation:	Member of the Communist Youth League of China

## EDUCATION

### Sep 2020 – Jun 2023 | Associate Degree Nanjing Communications Institute of Technology

Major: Road & Bridge Engineering Technology | GPA: 3.6

Key Courses: Engineering Mechanics, Construction Drawing, Road Materials Testing, Engineering Surveying, Soil Mechanics, Bridge Structure Analysis, Engineering Geology & Hydrology, Highway Design, Pavement Construction, Project Bidding & Contract Management, Sub-grade Construction, BIM Technology, Bridge Construction, Highway Inspection, Computer Applications, Tunnel Construction, Bridge Strengthening, Construction Safety, Highway Defect Identification & Treatment, Advanced Mathematics, College English

### Sep 2023 – May 2025 | Bachelor's Degree Nanjing University of Aeronautics & Astronautics – Jincheng College

Major: Civil Engineering degree | GPA: 3.74(Top 5 %)

Key Courses: Mechanics of Materials, Engineering Economics, Soil Mechanics & Foundation, BIM Technology, Building Construction, Project Management, Civil Construction, Architectural Drawing, Civil Engineering Costing, Underground Engineering, Structural Testing & Strengthening, Lab Safety, College English, Workplace English, AI Fundamentals, Aviation Introduction

## EXPERIENCE

### Dec 2022 – May 2023 | Document Controller Suzhou Zhongyun Engineering Consulting Co., Ltd.

- Built a 5-category / 20-sub-category filing system for consulting documents; achieved 100 % archiving accuracy.
- Produced 12 meeting minutes (project-review, technical-disclosure, coordination) with 100 % completeness.
- Coordinated design reviews among 8 stakeholders and processed 24 drawing-sign-off packages without error.

### Jun 2025 – Present | Site Supervisor & Document Controller Jiangsu Kexing Project Management Co., Ltd.

Supervisor duties:

- Re-spaced stirrups on spliced cages from 215 mm to 150 mm per drawing, raising pass-rate to 100 %.
- Rejected a concrete batch (slump 140 mm) and ordered on-site correction.
- Required rust-removal and re-inspection when corroded reinforcement cages arrived.

Document Controller duties:

- Collected daily progress reports from 5 sections with 100 % on-time delivery to the owner.
- Transferred documents among 5 parties with zero loss or delay.
- Raised archiving timeliness from 85 % to 100 %; project passed completion inspection smoothly.

## CERTIFICATES & HONORS

- CET-6 – fluent in spoken & written English
- 3rd Prize, 5th “Pinming Cup” National Smart-Construction Competition
- 2023-2024 Development Scholarship (2nd class)
- Excellent Student Leader | Outstanding Graduate | Multiple academic scholarships
- Construction Worker Certificate
- Outstanding Youth Volunteer, Heqiao Town COVID-19 Prevention (Aug 2021)

## SELF-EVALUATION

Highly motivated and detail-oriented; consistently finish tasks ahead of schedule with zero error.

Quick learner who bridges drawings and site work efficiently, adapts to field environments rapidly, and performs rigorous inspections.

Self-driven to improve: study codes, drawings and software (e.g., SAP2000) after work; already mastered “Supervision Code”, construction drawings and archive-management procedures.