

Chioma Nwoko

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Project Engineer

PROFESSIONAL SUMMARY

Seven years' experience as a project management team member assigned to multiple projects. Highly adept at construction-related documentation

Projects completed:

- Black Diamond Residential Project, 250 units (14 story-\$132.6M)
- Mobil Court Refurbishment Residential Project, 52 units (9 story-\$110M)
- Exxon Mobil's HQ Office Refurbishment Project, 400,000 SF (11 story-\$40.3M)
- Victoria Mall Plaza Residential Project 48 units (12 story-\$27.7M)

Key Skills

Project Administration

Pursuing PMP Certification

Document Control

Risk Management

Computer Skills: MS Office Suite, MS Project, SharePoint, Documentum, Bluebeam Revu

PROFESSIONAL EXPERIENCE

Exxon Mobil, Lagos, Nigeria

Largest publicly traded international oil and gas company, uses technology and innovation to help meet energy needs

Document Control /Project Engineer Assistant

Jan 2013 – Mar 2017

- Reviewed and processed thousands of projects documents including; plans, specifications, RFI's, submittals, shop drawings, as-builts, contracts, change orders, samples and reports
- Gathered and compiled Project Record Documents, Operating and Maintenance Manuals, and other Close-Out documentation
- Assisted PE's and PM's with bid proposals, scheduling, prepared meeting minutes, maintained logs, and conducted safety inspection
- Expedited RFI's, submittals and general questions or concerns that arose on site during construction to the attention of the Project manager as appropriate
- Maintain all Subcontractors information, Change Orders, product substitutions and all drawing approvals; updated the construction shop drawings logs and As-Builts

Project Administrator

Oct 2010 – Dec 2012

- Provided support to the project management team by performing a wide variety of administration functions including meeting organization, document distribution, contract preparation, submittal filing, conference presentations

Safety Monitor

- Conducted routine and follow-up safety and hazard inspections at construction work sites and office facilities leading to improved jobsite safety performance - reached 5 million-man hours without a recordable incident

Conzac Nig Ltd, Imo state, Nigeria

Civil Engineering service firm passionate about helping it clients best visualize their projects

Project Site Administrator

Jun 2009 – Sep 2010

- Coordinated field crews and material/equipment supply operations, activities and resources to ensure that correct labor levels and materials were maintained onsite to properly and efficiently advance the project and adhere to the approved schedule and budgets
- Reduced errors by 3% on construction jobs by maintaining an up-to-date electronic and hard-copy database of construction drawings, specifications and as-built

EDUCATION

- **M.S. in Risk Management**, University of Lagos, Nigeria **2017**
- **BS, Mass Communication**, Madonna University Anambra State, Nigeria **2007**

PROFESSIONAL DEVELOPMENT/AFFILIATIONS

- OSHA 30-hour Construction Safety Certification American Safety Council 2018
- HAZWOPER 40-hour Northern California Teamsters Apprentice Training & Education Trust Fund CA 2017