

C/o 662 Jackson Street
 Brownsburg, Indiana, 46112
 03/05/2021

HR Team

Dear Sir/Madam,

RE: CIVIL ENGINEER/PROJECT MANAGER

I wish to avail myself of the opportunity to apply for the above position within your organization. I am a professional civil engineer with a BSc (Hons) degree in civil engineering and an MPM (master's in project management) from the KNUT and the University of Pretoria respectively. I hold professional engineering (**PE #1214475 1**) and project management certifications (**PMP #2931557**) from the ASCE and the PMI. My experience is well over 25 years practicing in six (6) organizations in three(3) African countries; Ghana, Sierra Leone and South Africa.

My professional knowledge, skills and competences had been in the ff. areas; Portfolio/Program/Project management, Project Management Office (PMO), Business Development, Vendor Procurement Management, Contract Administration, Construction Supervision, Cross- functional/Multi-disciplinary Team Leadership, Quality Assurance Program for Water/Waste Water Treatment Plants, Water /Sanitation Infrastructure Asset Management, , Coaching, Mentorship & Speaking, Course facilitation

Type of Projects Handled; Schod's, railway stations, juvenile detention centers, sports stadia, clinics, roads, water and wastewater reticulation and treatment systems etc

Software capacity/skills; PMIS; (MIG-MIS, EPWP-MIS, Project Portfolio Office (PPO)), Construction Computer Software (CCS), Candy -Cost Estimation & Valuation Software, Organizational/Individual performance management System(PMS), DIMS version 3, Civil Designer 6.5, AUTOCAD 2008/2010, Microsoft Project 2010, ,Internet(Microsoft Edge) and Microsoft Office suite(Word, Excel, power point, Visio etc),

Notable highlights of my career are as follows.

- o Served and continue to serve as the director, academic outreach programs for the state of Indiana local chapter of the PMI
- o Facilitated and delivered 4 courses on project management and construction contract management to over 40 civil engineers and technicians in SA and Swaziland.
- o Delivered lectures at 2 international conferences on dams and contract management organized by ITC, SA
- o Mentored 2 candidates in the submission of reports for their Professional Certifications (SACPCMP)
- o Facilitated and delivered Virtual PMP Exam Prep Courses to 4 project managers.
- o Facilitated and delivered a virtual project management course to 1 health & safety manager.
- o Developed a project reporting dashboard for monthly project progress reporting.
- o Led and coordinated the work of a group of architects, quantity surveyors, architects, civil engineers in the planning, design and implementation of the repairs and upgrades of 179 schools, 3 railway stations and 3 juvenile detention centers, 16 sports stadia, clinics, water and wastewater systems worth over \$156 million
- o Led a group of software developers and other infrastructure professionals to develop a PMIS (Project Management Information System) for a large school infrastructure development program (179 Schools)
- o Planned, designed and implemented a district-wide employment data capturing initiative worth \$1 million that created over 110 jobs under the EPWP Program.
- o Served as the coordinator for a Quality Assurance Program for 16 water and wastewater treatment plants
- o Led a team of engineers and technicians to develop a vendor payment claim review system and EPWP policy for a rural sanitation and water supply development program.
- o Served as a Technical Expert/Deployee to the PMO of a water utility service provider to work on an infrastructure portfolio of water and sanitation programs worth over \$41 million.
- o Served as an Instructor/Lecturer and examiner on project management, construction managed, civil engineering documentation courses in the civil engineering dept of Walter Sisulu University, Butterworth and East London Campus, South Africa
- o Co-founded Zaathi Engineers & Project Managers, An architectural, Engineering and Project management practice which has been operating since 2013.
- o Served as a resident civil engineer supervising the construction of the civil works for 4 schools under the Umtata Cluster 10 Schools Infrastructure Development Program and New Ntufufu Clinic, \$2.6 million
- o Provided leadership and coordination to the work of a group of civil engineers in the design and implementation of a community water supply system upgrade co-sponsored by BADEA worth \$5million.
- o Conducted a design and cost estimates review for 8 Micro projects under the UNDP sponsored Kenema District Economic Recovery Program (KDERP)
- o Conducted preliminary investigations and assessments of kenema township drainage system,
- o Provided Technical Support (PM & Civil Engineering) to the PMO of a local and international development Finance Institution responsible for the implementation of the \$6 million Equipment Loan Sub-Component of the National Feeder Roads Rehabilitation & Maintenance Program.
- o Provided construction management mentorship to over 60 SMME labor intensive Contractors involved in the construction of over 15000 km of rural gravel roads using the labor-intensive technology.
- o Conducted engineering due diligence/technical appraisals (Feasibility of the technical assumptions) of over 40 development project proposals.
- o Seconded to lead and coordinate the work of a group of civil engineers in the design and implementation of engineering services for an export processing zone (Tema IDZ); a multi-purpose industrial park near the Tema harbor.
- o Conducted Project Feasibility & Business Case development for 3 LPG retail stations as part of the African rural energy development program (AREED/UNEP sponsored)

I hold an American Green Card and an Indiana operator's driving licence.

Please find enclosed a detailed copy of my curriculum vitae (CV) and other documents for your perusal.

Yours faithfully,


 (J.B.NARTEY) Tel: +1 317 629 3820

CIVIL ENGINEER/PROJECT MANAGER

Bernard Nartey, BSc ENG, MPM, M.ASCE, PMP

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RESUME

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[linkedin.com/in/jbnartey](https://www.linkedin.com/in/jbnartey)**PROFESSIONAL LICENSING;** M. ASCE (#12144751), PMP (#2931557)**IMMIGRATION STATUS** ; American Green Card, Indiana operators driving license**EDUCATION** ; BSc Eng. (KNUST,Ghana) ; MPM (UP, South Africa) ,M.CMT Candidate(Purdue University,USA)**SKILLS/INTERESTS.**

Portfolio/Program /Project management, Project Management Office (PMO), Business Development, Vendor Management, Construction Supervision, Cross- functional/Multi-disciplinary Team Leadership, Quality Improvement Program for Water/Wastewater Treatment Plants, Water/Sanitation Infrastructure Asset Management, Construction Documentation, Contract Administration, Coaching, Mentorship & Public Speaking, Course facilitation

SOFTWARE CAPACITY/SKILLS.

PMIS; (MIG-MIS, EPWP-MIS, Project Portfolio Office (PPO)), Construction Computer Software (CCS), Candy -Cost Estimation & Valuation Software, Organizational/Individual performance management System(PMS), DIMS version 3, Civil Designer 6.5, AUTOCAD 2008/2010, Microsoft Project 2010, Internet(Microsoft Edge) and Microsoft Office suite

WORK EXPERIENCE**1. HIGHWAY CONSTRUCTION**

Dec. 2021 till Date Indiana Department of Transportation, Crawfordsville
 Construction Project Manager - Interchange Modifications at various locations on I-65

- Providing construction project and contract management support to the Highway Construction Inspection Team (Area Engineers, Project Engineers, Project Supervisors and the Inspectors)

Project Management Expert - Special Assignments/Projects

- 1. Frankfort Sub-District Portfolio Monitoring & Evaluation

- 2. Frankfort PMO

Established and Led a PMO, a project management office, that provide project and contract management support services to the portfolio of 27 projects worth over \$240 million within the Frankfort Sub-District

- 3. INDOT Highway Construction Academy, HCA

Developed an on-boarding and Mentorship Program for the training and development of all the Construction Field Employees

2. PRIVATE CONSULTING EXPERIENCE

July.2013 till date Zaathi Engineers & Project Managers, Indiana
 Co-Founder

- Provided tutorship to over 6 students towards their PMP & FE certification exams on VarsityTutors platform
- Developed a business case for the acquisition and development of a health care center for special needs children in Indianapolis for Great Provider Health Care.
- Developed a project reporting dashboard for Consult Three Architects & Others.
- Development of site drainage plans & other technical information to support a site drainage and other development permit applications for iglesia rios de agua viva church building project under construction by KJB Construction LLC.
- Provided Project Management Support to Land Sub-division, Layout Amendment & Registration of Sub-divided land for 12 private properties for Ulundi Local Municipality
- Facilitated and delivered project management and construction management courses in-person and on-line to over 40 engineers and technicians in SA and Swaziland
- Provided Structural and Civil Design for a Residential Dwelling House At ERF No. 8469, Gonubie, East London
- Conducted an Estimation of the availability and capacity of bulk services, Compilation of Engineering Services Report, Analysis of current/future traffic flow and Compilation of traffic impact assessment report for area re-zoning purposes.
- Developed a Business case for the Executive hotel upgrade and conversion project.

3. VOLUNTEER EXPERIENCE

Dec.2019- till date PMI Central Indiana Chapter, Indiana
 Director; Academic Outreach Programs (VOLUNTEER)

- Developed and submitted a project strategic plan for the implementation of the PMI Academic Outreach Program in Central Indiana
- Provide continuous support to the planning of the monthly webinars organized by PMI Central Indiana Chapter

4. PROJECT/PROGRAM MANAGEMENT EXPERIENCE

May 2016 to Feb.2019 Consult Three Architects, South Africa
 Program Manager/Client Representative

- Led and coordinated the work of a group of architects, quantity surveyors, architects, civil engineers in the assessments, planning, design and implementation of the infrastructure repairs and upgrades of 179 schools, 4 passenger railway stations and 3 juvenile detention centers worth over \$32 million.
- Led a group of software developers and other infrastructure professionals to develop a PMIS (Project Management Information System) for a large school infrastructure development Program (179 Schools)
- Helped to establish an ISO9001 Quality Management System for our programs and projects.

5. PMO EXPERIENCE

Feb.2011 to Jan.2015
Program Coordinator

OR Tambo District Municipality, South Africa
Water Utility Service Provider

- Led and coordinated the work of a group of civil engineers in the assessment, planning, design and implementation of infrastructure repairs and upgrades of water reticulation, sewer reticulation, water and wastewater treatments systems worth over \$125 million RBIG/MIG Funding
- Planned, designed and implemented a district-wide project initiative worth \$1 million that created over 110 jobs under the EPWP Program.
- I served as the coordinator for a Quality Improvement Program for 16 water and wastewater treatment plants
- Managed to obtain blue and green drop status for 3 water /wastewater treatment plants.
- Led a team of engineers and technicians to develop a vendor payment claim review system and EPWP policy for a rural sanitation and water supply development program.

Feb. 2010 to Jan. 2011
Technical Expert/Deployment

Buffalo City Municipality/DBSA, South Africa
Water Utility Service Provider

- Provided Technical Support (PM & Civil Engineering) to several large scale water and sanitation programs co-sponsored by 4 district municipalities and DBSA worth over \$41 million
- Led and coordinated the work of a group of architects, quantity surveyors, architects, civil engineers in the assessments, planning, design and implementation of the infrastructure repairs & upgrades of 16 sports stadia during the world cup tournament in 2010 worth over \$3.2 million.

6. CIVIL WORKS SUPERVISION

Sept. 2009 to Jan. 2010
Resident Engineer

Sigodi Marah Martin Pty Ltd, South Africa

- Served as a resident civil engineer supervising the construction of the civil works for 4 schools under the Umata Cluster 10 Schools Infrastructure Development Program and New Ntafufu Clinic, \$2.6 million

7. CONSULTING & CONSTRUCTION BUSINESS DEVELOPMENT

Sept. 2008 to August 2009
Office Manager

Sigodi Marah Martin Pty Ltd, Sierra Leone

- Single handedly compiled and submitted over 15 technical/financial proposals in response to RFP from municipalities, government depts and private developers. Secured 2 contracts out of those efforts.
- Provided leadership and coordination to the work of a group of civil engineers in the design and implementation of a community water supply system upgrade co-sponsored by BADEA worth \$5million.
- Conducted a design and cost estimates review for 8 Micro projects under the UNDP sponsored Kenema District Economic Recovery Programme (KDERP)
- Conducted preliminary investigations and assessments of kenema township drainage system,

Dec.2007- August 2008
Customer Relationship Officer

Amalgamated Bank, Ghana

- Prepared, submitted, and got approval for over 25 construction loan appraisal reports.
- Managed a construction loan portfolio of Over \$5 million on behalf of the bank.

8. PMO EXPERIENCE

June 1996 till Nov. 2007
Resident Engineer

ADB, Ghana

- Provided Technical Support (PM & Civil Engineering) to the PMO of a local and international development Finance Institution responsible for the implementation of the \$6 million Equipment Loan Sub-Component of the National Feeder Roads Rehabilitation & Maintenance Program.
- Provided construction management mentorship and support to over 60 SMME labor intensive Contractors involved in the construction of over 15000 km of rural gravel roads using the labor-intensive technology.
- This effort resulted in an upgrade of the SMME Contractors classifications to a higher level.
- Conducted engineering due diligence/technical appraisals (Feasibility of the technical assumptions) of over 40 development project proposals.
- Seconded to lead and coordinate the work of a group of civil engineers in the design and implementation of engineering services for an export processing zone (Tema IDZ); a multi-purpose industrial park near the Tema harbor.
- Conducted Project Feasibility & Business Case development for 3 LPG retail stations as part of the African rural energy development program (AREED/UNEP sponsored)

9. ACADEMIA EXPERIENCE

Feb. 2012 to Sept. 2016
Instructor/Lecturer

Walter Sisulu University, South Africa

- Served as an Instructor/Lecturer and examiner on project management, construction management, civil engineering documentation courses in the civil engineering dept.
- Written & Published Articles in professional association magazines (SAICE)

10. COACHING/MENTORSHIP & SPEAKING ENGAGEMENTS

June 2017 till date
Coach/Mentor/Speaker

Zaathi Engineers & Project Managers, South Africa

- Facilitated and delivered 4 courses on project management and construction contract management to over 40 civil engineers and technicians in SA and Swaziland.
- Delivered lectures at 2 international conferences on dams and contract management organized by ITC, SA
- Mentored 2 candidates in the submission of reports for their Professional Certifications (SACPCMP)
- Facilitated and delivered Virtual PMP Exam Prep Courses to 4 project managers.
- Facilitated and delivered a virtual project management course to 1 health & safety manager.
- Provided Private Tutorship towards the FE Exam to 3 students on the VarsityTutors Education Platform