

Karina G. Quinn, P.E.
[REDACTED]
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November 10, 2016

Personnel
Town of Southborough
17 Common Street
Southborough, MA 01772

Re: Town Planner Position

Dear Personnel:

I am an experienced engineering professional currently seeking new employment opportunities in the central Massachusetts region and have noticed the position for Town Planner posted on the Massachusetts Municipal Association website. Enclosed please find my resume for your review.

Currently as a civil engineer/project manager designing and permitting site development projects for Guerriere & Halnon, Inc., my prior 13 years were with Lenard Engineering, a civil and environmental engineering consulting firm. As a senior associate and prior branch manager of the firm's Auburn branch office, my responsibilities included overseeing and managing the engineering office, procuring and successfully completing civil engineering projects from planning, design, and permitting through construction. Projects involved site development, roadways, water, sewer, and stormwater management, parks, recreational facilities, bridges, and dams. As a Massachusetts registered professional engineer for the past 17 years, I am experienced working with municipalities and their various boards and commissions, state and federal regulatory agencies, and the private sector including contractors and a multitude of sub-consultants.

It would be my pleasure to meet with your selection committee to discuss how my background and qualifications could benefit the Town of Southborough. Please feel free to reach me at my contact information below.

Sincerely,

Karina G. Quinn

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RESUME

Karina G. Quinn, P.E.

Objective: Town Planner

Education: B.S. Civil Engineering, University of Massachusetts, Amherst, MA
Massachusetts Registered Professional Civil Engineer (MA Reg. #41256)

Summary of Qualifications:

Engineering Office Manager/Civil Engineer/Project Manager experienced in working with municipalities (planning, zoning, conservation, public works, water, sewer and fire departments for project compliance with local ordinances, regulations and bylaws), state and federal regulatory agencies, and private industry.

Successfully handle work load schedules, budgets, design, permitting, preparation and review of plans and specifications, cost estimating, bidding, construction administration and inspection, project funding avenues, and computer operations. Prepare contracts, coordinate resources, and monitor project progress and billings. Projects involving site development, roadways, water, sewer, and drainage infrastructure, stormwater management, utilities, accessibility compliance, parks and recreational facilities, bridges, dams, and environmental concerns.

Organize, plan and prioritize work. Confer with other managers to discuss project details and procedures. Consult with clients, assess project feasibility, and prepare project scopes. Present and explain proposals, reports, and findings. Prepare project estimates, bids, and contracts. Recruit and evaluate engineering subconsultants. Develop, implement, and monitor policies, standards, and procedures.

Professional Experience:

Gueriere & Halnon, Inc., Whitinsville, MA 2015-Present
Civil Engineer/Project Manager

Provide civil engineering support and management of residential and commercial site development projects including design, permitting, technical calculations, preparation of plans and reports, and project presentations. Work with municipal departments, boards and commissions, and state agencies, for project design approvals. Projects range from single house lots to larger subdivisions, and condo/townhouses and 40B developments to commercial and industrial facilities.

Lenard Engineering, Inc., Auburn, MA 2001 – 2014
Senior Associate/Business Development - Branch Manager/Associate - Project Manager

- As Senior Associate, lead public and private sector business development for civil/environmental engineering firm's branch office. Cultivated new clients and project leads, monitored upcoming projects, prepared, presented, and tracked proposals, developed scopes, budgets, and schedules, represented firm at project interviews, maintained and enhanced existing client relations, and expanded marketing materials.
- As Branch Manager, managed Massachusetts branch office of 4 to 8 employees, successfully procuring and completing civil engineering projects. Oversaw day-to-day operations of staff, work load schedules, budgets, billing goals, and computer network operations. Corresponded and coordinated with firm owners regarding office operations/performance, policies and procedures, established and tracked 6 month backlogs of projects, prepared contracts, coordinated resources, monitored project progress, billings, and account receivables.

Professional Experience (Continued):

- Oversaw and assisted staff with technical design, permitting, cost estimating, municipal consulting, project funding avenues, preparation of construction documents, bidding process, and construction phase services for roadways, infrastructure, utilities, site development, parks and recreational facilities, bridges, dams, and environmental concerns. Presented to city/town boards and commissions to obtain required project approvals. Managed sub-consultant support services including surveyors, architects, engineers, MEPs, LSPs, and environmental consultants.
- Projects included the \$4.3M Pappas Recreation Complex in Auburn, \$1.5M Highway Garage and Sand/Salt Storage Shed in Warren, \$2M-\$3M of infrastructure and roadway improvements per year in central and western MA; Warren Downtown Revitalization Project, a \$2M MassDOT Bridge Replacement in Holden; \$350k of dam engineering services for the DCR; affordable housing and developer projects in Cambridge, and several municipal on-call engineering and peer review contracts for cities, towns, housing authorities, and planning agencies.
- Clients included municipalities (MA & CT cities/towns, Town Engineers, DPWs, Water & Sewer Departments, Boards of Selectmen, Planning Boards, Conservation Commissions, Zoning Boards, Boards of Health, Town Administrators), state agencies (DCR, DHCD, MassDOT, MA DEP, Planning Agencies) and federal agencies (US Army Corp, USDA, US Fish & Wildlife, military), utility and water companies, housing authorities, schools, residential and commercial developers, contractors, businesses and home owners, dam owners, architects, landscape architects, and other engineering/environmental consultants.

Engineering Project Manager - The Tyree Consulting Group, LTD, Westborough, MA 1999 – 2001
Managed the design and permitting of various site development projects including gasoline stations, convenience stores, car washes and strip malls throughout New England.

Civil Engineer - Massachusetts Turnpike Authority, Weston, MA 1993 – 1999
Project manager for in-house design and construction projects involving highway/roadway, bridges, site facilities, utilities and traffic control; evaluated, recommended and oversaw consultants and contractors for design and construction projects.

Associate Plant Engineer - General Motors Desert Proving Ground, Mesa, AZ 1991 – 1992
Provided the civil engineering support for the 5,000-acre proving ground, an automobile R & D facility, including several buildings, 80 miles of roadway/test tracks and a fuel facility.

Civil Engineer/Jr. Traffic Engineer - City of Worcester Engineering, Worcester, MA 1985 – 1991
Inspected infrastructure, roadway, bridge construction; reviewed subdivision plans; prepared traffic impact analysis, parking surveys, and assisted in designing signalized intersections.

Computer Proficiency:

Operating Systems: Windows 10; Office Professional: Word, Excel, Access, Power Point;
Adobe PageMaker, Adobe Acrobat, AutoCAD

Professional Memberships & Awards:

Bridge Inspection Certification
Massachusetts Highway Association Scholarship Award
Massachusetts Licensed Soil Evaluator (MA Lic. #14008)
Massachusetts Licensed Real Estate Sales Person (MA Lic. #9055990)

Extracurricular Activities:

Licensed pilot, certified SCUBA diver, fluent in German.