

PERSONAL DATA SUMMARY SHEET

(The original copy must be submitted to the requesting agency's personnel office. Retain a copy for your records.)

TITLE OF JOB FAMILY AND LEVEL FOR WHICH CERTIFICATION IS REQUESTED: Engineering Manager IV

NAME Romero Paul Matthew **SSN:** _____ **Core ID. #** 153732
Last First Middle

INFORMATION ON THIS FORM IS SUBJECT TO VERIFICATION.

Education	Name	Location	Dates Attended	Hours Completed	Hours Completed or Degrees and Majors
College/University	University of Oklahoma	Norman, OK	05/04-05/06	67 (183 cum)	B.S. in Civil Engineering
College/University	Oklahoma State University	Stillwater, OK	01/04-05/04	13	
Community College	Oklahoma City Community College	Oklahoma City, OK	01/02-12/03	32	A.S. in Pre-Engineering
Other	College/University	Santa Fe CC, UALR, UNM & NMSU	Available upon request	94	
Registration, certification licensure: Type:		Professional Engineer 26483 Fundamentals of Engineering 19194 Hwy. Const. Materials Tech. #2017	Granted By:	OK State Board of Registration for Professional Engineers and Land Surveyors Same as above Oklahoma Department of Transportation	Effective Dates: 05/23/2013 07/12/2006 01/2010

QUALIFYING EXPERIENCE: - *(List only jobs that include relevant experience for the proposed Job Family and Level.)*

Employer and Location	Position Held	Hours Per Week	Date Employed	Date Separated	Description of Duties
Oklahoma Department of Transportation Training Division Oklahoma City, OK	Engineering Manager IV	40	09/18	Present	Materials Division Engineer oversees the department's budget, purchasing and human resource matters and is responsible for the daily operations of the Materials Division. Develop and implement policies and procedures for materials engineering and sampling/testing protocols for the Department. Provide materials related guidance to field divisions, central office personnel, consultants and local government entities. Act as a representative for the department among various technical and non-technical organizations. Coordinate engineering efforts with other organizations.
Oklahoma Department of Transportation Training Division Oklahoma City, OK	Engineering Manager II	40	07/15	08/18	Work as the Structural Materials Engineer to qualify materials used in the construction of structures for highway projects. Also, continued previous duties as well as perform PMP's for all personnel in the structural materials lab.

I certify, subject to the penalties provided by law, that all information listed above is correct to the best of my knowledge.

Signature of Employee or Personnel Officer

Date

I authorize the hiring agency to review and photocopy any and all of my performance evaluations for their consideration in this hiring decision.

Signature of Employee

PERSONAL DATA SUMMARY SHEET

NAME: Paul Matthew RomeroSSN: xxx-xx-xxxxSHEET 2 OF 4 SHEETS

Employer & Location	Position Held	Hours Per Week	Date Employed	Date Separated	Description of Duties
Oklahoma Department of Transportation Training Division Oklahoma City, OK	Professional Engineer I/II	40	07/13	07/15	Work as the Assistant Structural Materials Engineer to qualify materials used in the construction of structures for highway projects. Also, continued previous duties as well as perform PMP's for all personnel in the structural materials lab.
Oklahoma Department of Transportation Training Division Oklahoma City, OK	Engineer Trainee	40	05/10	07/13	Supervise lab personnel in structural materials lab. Conducted concrete mix designs and testing of concrete materials for approval of use in ODOT projects. Review and approve/reject construction related materials for the ODOT approved products list. Maintain records and testing of materials supplied by quarries for use in ODOT highway construction. Assist bridge division with analysis of structural foundation/materials related issues.
Oklahoma Department of Transportation Training Division Oklahoma City, OK	Engineer Trainee	40	01/08	05/10	Project manager and inspection supervisor at a highway residency; perform sampling, inspection, field testing and analyzing test results; analyze situations and determine proper action to take; organize and perform multiple activities concurrently as requested by the Resident Engineer. Supervise technicians responsible for project inspection and testing. Perform these duties at the El Reno Residency
Oklahoma Department of Transportation Training Division Oklahoma City, OK	Engineer Trainee	40	06/07	07/08	Engineer-in-Training on Rotation Assignments
Smith Roberts Baldischwiler LLC Oklahoma City, OK	Engineering Intern	40	04/06	05/07	Conducted drainage basin studies for sewer main, waterman, and storm sewer design. AutoCAD drafting of construction design plans. Preparation of preliminary Engineering reports for various municipal projects. Project coordination with internal personnel and clientele. Supervision of AutoCAD draftspersons. Research into existing utilities, property boundaries, easements, and flood plain studies. Preparation of easement documents pertaining to various projects. Some experience with site grading.
University of Oklahoma, School of Civil Engineering and Environmental Science	Student Researcher	10-15	06/05	03/06	Conducted research for Scale Effects of Triaxial Testing of Sands. Two and Four inch specimens were tested for the study of specimen size verses resulting friction angle for use with foundation design.
Terracon Consulting Engineers and Scientists 5301 Beverly Drive, Oklahoma City, OK	Engineering Technician/Draftsman	40	10/03	06/05	AUTOCAD Drafting for geotechnical bore test locations. Soils and Materials Lab analysis included but not limited to: sieve analysis, plasticity index, proctor tests, soils classifications, rock identifications, minus two hundreds wash, and soil cement mix designs. Conducted concrete testing that included slump, air content, and compressive strength of test specimens. Conducted Asphalt testing includes field sampling and compaction testing, extractions by use of Gilson oven or centrifuge method, Marshal test specimens, stability and flows and specific gravity. Fieldwork included concrete and asphalt sampling and testing, and footing verification along with reinforcing steel verification.

Employer & Location	Position Held	Hours Per Week	Date Employed	Date Separated	Description of Duties
Burgess Engineering 2603 N. Shields Blvd. 8305, Moore, OK 73160	Engineering Technician	40	11/01	10/02	Various soils lab work included but not limited to sieve analysis, plasticity index, proctor tests, soils classifications, rock identifications, minus two hundreds wash, and soil cement mix designs. Conducted concrete testing that included slump, air content, and compressive strength of test specimens. Conducted Asphalt testing that included field sampling and compaction testing, extractions by use of Gilson oven or centrifuge method, Marshal test specimens, stability and flows and specific gravity by Rice method. Fieldwork included in place compaction testing, concrete and asphalt sampling and testing, and footing verification along with reinforcing steel verification.
Western Technologies 8305 Washington Place NE, Albuquerque, NM 87113	Engineering Technician	40+	04/01	08/01	Highway construction inspection for Quality control for New Mexico Highway 44 highway project, including but not limited to field highway lab work, subgrade prep, subgrade proof-rolling/string lining, base course operations, concrete placement inspections, bridge construction inspection, reinforcing steel inspection, grade control, embankment, drainage pipe placement, structural backfill and slope stabilization.
M&E Engineering 1210 Luisa Street Santa Fe, NM 87505	Draftsman	30-40	09/00	04/01	Drafting of commercial projects for heating, air conditioning, electrical and plumbing Systems to be let for bid using AUTOCAD 2000 and AUTOCAD 14. Preparation of Construction Documents for these projects including details, specifications and drawings. Also responsible for preparation of copies of final drawings of construction projects and filing of final plots.
Grubbs, Hoskyn, Barton and Wyatt, Geotechnical Engineers #1 Trigon Place, P.O. Box 55105, Little Rock, AR 72210	Senior Engineering Technician	40+	06/97	06/00	Conducted insitu soil compaction testing of structural fill. Others tests conducted included: Reinforcing steel inspection, soil bearing capacity verification, and in-place densities by use of sand cone method or nuclear densometer. Conducted soil surveys and determined location of test bore holes for geotechnical investigations. Other soils tests included Piezometer test data collection and Resistivity test data collection. Foundation construction inspection included drilled pier foundation inspection, fill placement inspection, and footing inspections. Various soils lab work including but not limited to: sieve analysis, plasticity index, proctor tests, soils classifications, rock identifications and minus two hundred. Concrete testing included slump, air content, concrete beams and cylinders. Conducted moisture test kit placement, concrete and asphalt coring. Ferroscon test data collection for reinforcing steel verification was also performed.
Geotest 3204 Richards Lane, Santa Fe, NM 87505	Engineering Technician	40+	07/00 05/95	08/00 05/97	Various soils lab work included but not limited to: sieve analysis, plasticity index, proctor tests, soils classifications, rock identifications, minus two hundreds wash, and soil cement mix designs. Conducted concrete testing that included slump, air content, and compressive strength of test specimens. Conducted Asphalt testing, field sampling and compaction testing, extractions by use of Gilson oven or centrifuge method, Marshal test specimens, stability and flows and specific gravity by Rice method. Field work including place compaction testing, concrete and asphalt sampling and testing, and footing verification along with reinforcing steel verification.
CTL Thompson Inc. 1971 w. 12th Ave. Denver, CO 80204	Engineering Technician	40+	04/94	04/95	Residential inspection including but not limited to: foundation inspection, void inspection, reinforcing steel inspection, drilled pier inspection, footing inspection, and soil verification. Various soils lab work. Fill monitor with compaction testing by sand cone and nuclear densometer method.

Employer & Location	Position Held	Hours Per Week	Date Employed	Date Separated	Description of Duties
Bergstraw;-Shaw-Newman Engineering, Santa Fe, NM	Engineering Technician	40+	06/93	10/93	Duties included soils and concrete inspection and lab work, office management of field construction office, bridge inspection, barrier wall inspection, seeding inspection, fence placement inspection, asphalt placement inspection, concrete inspection, retaining wall inspection, subgrade inspection, pipe inspection, stripping inspection, various field lab work, and other work types associated with highway construction
NMDOT Pavement Evaluation Unit 1120 Cerrillos Road, Santa Fe, NM 87504-1149	Engineering Technician	40	10/92	5/93	Skid testing of New Mexico state highways. Asphalt, concrete, and various pavement coring for data collection to be used in statewide pavement evaluations.
New Mexico Department of Transportation, District 5 District 5, Cerrillos Road, Santa Fe, NM 87505	Engineering Technician	40	08/90	11/91	Duties included soils and concrete inspection and lab work, office management of field construction office, bridge inspection, barrier wall inspection, seeding inspection, fence placement inspection, asphalt placement inspection, concrete inspection, retaining wall inspection, subgrade inspection, pipe inspection, stripping inspection, various field lab work, and other work types associated with highway construction.