FARAS HATAMLEH

CONTACT

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📍 Loma Linda, CA 92354

SKILLS

- Microsoft Excel / Google Sheets
- Microsoft Word
- Microsoft Powerpoint
- Civil3D
- Paint.Net
- Capcut
- Ability to work under pressure
- Interpersonal Communication
- Ability to listen
- Self motivated
- Adaptability
- Decision Making
- Leadership Skills
- Methodical

LANGUAGES

- **Arabic**
  Conversational
  Native Language

- **English**
  Advanced
  School

PROFESSIONAL SUMMARY

Dynamic and adaptable with a background in environmental and transportation planning, honed at agencies like the California Department of Transportation. Excelled in analyzing data and enhancing public works operations, leveraging expertise in Microsoft Excel and strong interpersonal communication. Proven leadership and methodical decision-making skills underscore a track record of contributing to impactful projects.

EXPERIENCE

August 2023 - November 2023

Field Surveyor Aide

Environmental High Tech Engineering, Running Springs, CA

- Analyzed topographical maps, aerial photographs and other relevant documents for surveying projects.
- Conducted field surveys to collect data and measurements using survey equipment such as total station, GPS, levels, and theodolites.

November 2022 - July 2023

Transportation Planning Intern

California Department of Transportation, San Bernardino, CA

- Developed an understanding of the principles and practices of transportation planning through research, analysis, and evaluation of data.
- Participated in public meetings and hearings to explain planning proposals, to gather feedback from those affected by projects and to achieve consensus on project designs.
- Working in the planning division. Some tasks done were reviewing submittals, screening and rating, requiring knowledge of the local development process.

August 2021 - August 2022

Public Works Intern

City of Loma Linda, Loma Linda, CA

- Developed knowledge of public works operations and procedures through hands-on experience.
- Worked under the city engineer and engineering technician. Completed CAD projects and did various office work at the city hall.
- Provided administrative support to ensure efficient operation of the department.
- Utilized Microsoft Office Suite applications such as Word, Excel and PowerPoint to create presentations and documents.

December 2020 - May 2021

Cashier

Golden Pizza, Rialto, CA

- Operated cash register and accurately processed payments, returns, and exchanges.
- Maintained cleanliness of the checkout area by cleaning counters, shelves and windows.
- Built and maintained positive working relationships with co-workers.
- Demonstrated excellent customer service skills while interacting with customers in a friendly manner.
- Interacting with customers, being a cashier in a super fast-paced, hectic environment while maintaining maximum efficiency.

June 2020 - November 2020

Warehouse Associate

Amazon , San Bernardino , CA

- Loaded and unloaded trucks quickly and safely using pallet jacks and other equipment.
- Sorted and organized merchandise in preparation for shipment.
- Successfully managed and organized warehouse inventory.
- Used scanners to document pertinent carton level information.
- Trained in every warehouse job. I was a scanner, splitter, stager, unloader, and I'm accustomed to long, rigorous hours of work with no effect on efficiency.

January 2024 - Present

Traffic Operations Intern

California Department of Transportation, San Bernardino , CA

- Assist in investigations regarding various traffic related issues.
- Assist in drawing collision diagrams
- Assist in speed zone surveys

EDUCATION

Expected graduation December 2024

Bachelor of Science (B.S.) in Civil Engineering Candidate   GPA 3.1

California State Polytechnic University-Pomona, Pomona, CA, US

Relevant Coursework

- Interpersonal Communication
- Technical Communications
- Transportation Engineering

Extracurricular Activities

- Senior Project - Project Manager

MARTIAL ARTS

Trained in Muay Thai for 1.5 years, still currently training consistently at a Mixed Martial Arts gym