

Seif Eddine Mohamed Islam Tamed

Ottawa, ON, Canada | +1 438-435-6756 | tamedisimon@gmail.com | Permanent Resident of Canada

PROFESSIONAL SUMMARY

Detail-oriented civil engineering professional with a Master's degree in Public Works (Roads and Bridge Engineering) and over three years of experience in project coordination, technical documentation, and administrative support within the construction sector. Permanent Resident of Canada with an Educational Credential Assessment (ECA) completed through WES. Seeking to bring strong organizational and communication skills to a role as Administrative Assistant, Project Coordinator, Project Assistant, or Document Controller.

CORE COMPETENCIES

Project Coordination • Document Management & Filing • Technical Report Writing • Data Entry & Record Keeping • Scheduling & Follow-Up • Quality Control Support • MS Office (Word, Excel, Outlook) • AutoCAD • Canva • Team Collaboration

PROFESSIONAL EXPERIENCE

Civil Engineer — *ETB TCE* 2023 – 2026

- Coordinated day-to-day project activities and monitored construction progress against schedule.
- Prepared technical reports, project documentation, and administrative records to support project delivery.
- Organized and maintained project files and documentation systems for accurate, easy retrieval.
- Liaised with internal teams, contractors, and stakeholders to ensure clear communication and timely follow-up.
- Supported quality control processes and verified compliance with project requirements.
- Assisted with planning, scheduling, and progress tracking of construction activities.

Civil Engineering Intern — *SERO — Batna* 2023

- Assisted senior engineers with monitoring of construction projects.
- Prepared technical documents and progress reports.
- Participated in site inspections and project follow-up.
- Provided administrative support to the engineering team.

EDUCATION

Master's Degree, Public Works — Specialization in Roads and Bridge Engineering, 2022

Bachelor's Degree, Civil Engineering, 2020

CREDENTIALS

Educational Credential Assessment (ECA) — World Education Services (WES), Canada

LANGUAGES

French — B2 (TCF) | English — B2 (IELTS) | Arabic — Native

ADDITIONAL INFORMATION

Permanent Resident of Canada | Legally authorized to work in Canada | Available for full-time employment