

# Matthew Monk

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*matthew.monk@gmail.com*  
*Mb: +44 7746 546 832*

*London, UK*  
*Melbourne, Australia*

## Summary

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- A civil engineer with a 12-year proven track record of successfully delivering high-quality engineering solutions for roads and infrastructure projects.
- Known for creating and implementing new and better work processes to improve the performance of teams and delivery of projects to meet client requirements.
- A willingness to share knowledge and skills and an ability to communicate complex ideas effectively with people from a wide range of backgrounds.

## Professional Experience

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**12d UK**

*London, UK*

**Manager – Europe, Middle East, Africa (EMEA)**

*2011 – 2015*

- Sales of over AU\$500,000 from FY2011 to FY2015
- Trained over 130 people over 30 courses across EMEA region
- Resolved day-to-day support issues of over 100 clients
- Promoted 12d Model and latest software methods throughout region through visits, seminars and marketing material.
- Expanded reseller network, including training, networking and lead visits in new markets

**GHD**

*Melbourne, Australia*

**Senior Civil Engineer, Highways & Municipal**

*2008 – 2011*

- Delivered over 100 small, medium and large projects (up to AU\$150,000 fees)
- Complete project management of projects, including invoicing and fee forecasts, scheduling, client contact and business development, resourcing and QA reviews
- Reviewed designs, including calculations, drawings, technical analyses and reports
- Trained, mentored and advised team members and other groups within GHD

**Civil Engineer, Highways & Municipal Group**

*2003 – 2008*

- Delivered numerous small and medium projects (up to AU\$100,000 fees)
- Assisted in delivery of large projects, including coordination with other disciplines, companies and stakeholders
- Created design deliverables, including drawings, calculations, technical analyses and reports, and cost estimates.

**Global GHD 12d Administrator**

2007 – 2011

- Established, led and trained an internal 12d support team
- Improved the delivery of projects through customisation and streamlining of workflows.
- Created and deployed a 12d User Manual documenting the standardised processes.
- Resolved day-to-day support issues and implemented sharing of ideas for over 400 users of 12d Model worldwide
- Trained over 100 people in the use of 12d Model and the GHD User Manual in Victoria, Dubai, Malaysia and the Philippines
- Created a custom launcher for 12d for use with the GHD customisation in Visual Basic, a feature later incorporated into 12d Model for official use by enterprises.

**Projects**

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**Royal Children's Hospital Traffic Entrance, Parkville***Bovis Lend Lease / GHD***Skills: Road design, project management**

2010 – 2011

- Management and design of a new signalised intersection and associated roadworks for the AU\$1 billion new Royal Children's Hospital project in Melbourne, Australia.
- Included extensive liaison with VicRoads, Yarra Trams, Council, the State Government and service authorities to obtain approval and coordinate works at various stages throughout the project.
- Contributed to the successful delivery of a key component of a world-class project.

**Derrimut Road Duplication, Hoppers Crossing***Negri Contractors / GHD***Skills: Road design, drainage design, project management**

2010

- Designed the duplication of Derrimut Road (Hogans Rd to Sayers Rd) for Negri Contractors as a Design & Construct contract.
- Delivered the design and documentation of a 1.6 km long urban road with service roads, drainage and service relocations to meet construction timelines and Vicroads requirements.

**Casey Fields Sporting Precinct, Cranbourne***City of Casey / GHD***Skills: Road design, drainage design, project management**

2004 – 2006

- Designed several areas of the Casey Fields sporting precinct, a high-profile \$30 million, 70 ha site being developed by the City of Casey, hosting sporting teams at the national, state and district level.
- Delivered projects within tight timeframes, typically 6-8 weeks, to meet client demands, on-going construction activity and a constantly changing site.
- Won successive portions of work (approx. \$200,000 fees) based on our ability to deliver projects within tight timeframes and close working relationship with the client.
- Incorporated award-winning, world-class features for sustainability, including harvesting and treatment of stormwater run-off.

**ADM Cut & Fill GIS Integration, Abu Dhabi***Abu Dhabi Municipality / 12d UK***Skills: 12d Model customisation, training, support**

2012

- Integrated 12d Model into a new Geographic Information System (GIS) for survey and volume calculations.
- Developed custom 12d applications to automate workflow for specific requirements.
- Trained end-users in new system and documented all systems, including tutorial videos.
- Technology and process developed during this project and presented at the 2014 12d User Conference, adopted by several other clients to improve their workflow and integration.

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**Education**

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**RMIT University***Melbourne, Australia*

- Bachelor of Engineering (Civil) (Honours) 1998 – 2002
- Bachelor of Business (Business Administration) 1998 – 2002

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**Skills**

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**Engineering:**

- Geometric and detailed road design (AustRoads, AASHTO, UKHA)
- Stormwater drainage analysis and design (AR&R)

**Software:**

- 12d Model – design, development, customisation, training
- AutoCAD, Microstation
- 12d Synergy
- HEC-RAS

**Programming:**

- 12d Programming Language (12dPL), XML/XSLT/XPath, VBA/VBScript, Perl, PHP, HTML, CSS, Javascript