

# ROBERT B. CARSWELL, E.I.T

RCARSWEL@WESTGA.EDU

## PROFESSIONAL EXPERIENCE

### University of West Georgia

Budget Analyst

Carrollton, Georgia

July 2012 – Present

- Development of integrated report and analysis templates in Microsoft Excel for use in budget development, fund balancing, budget status, position tracking and Board of Regents reporting.
- Primary Budget Analyst for Facilities, Student Services and Activities, and Auxiliary Units. Included position tracking, budget forecasting of revenue and expenses, variance analysis and State Reporting

### Bibb County Board of Education

E2020 Credit Recovery / Math Teacher

Macon, Georgia

July 2010 – May 2012

- Student instruction and evaluation using E2020 Online Teaching Platform
- Management of at-risk student intervention and non-traditional education.
- Preparation of reports regarding student progress. Use of qualitative and quantitative research methods to evaluate student progress.
- Management and supervision of co-teachers.

### City of Warner Robins

Assistant Engineer

Warner Robins, Georgia

March 2008 – February 2009

- Preparation of reports following evaluation and review of building plans.
- Evaluation of custodial management procedures and building operational plans for city water, sewer, and gas facilities.
- Contract management for construction projects. Coordination of project activities, including resource allocation and progress assessment.
- Formulation and administration of annual and multi-year project budgets.
- Supervision of drafters and surveyors.

### Riley, Park, Hayden & Associates

Project Engineer

Warner Robins, Georgia

August 2006 – February 2008

- Residential and commercial engineering design and project management.
- Established and approved short- and long-term goals and strategies for achieving completion of assigned projects.
- Monitored progress and evaluated outcomes of engineering design projects.

### Geo-Hydro Engineers

Engineering Co-Op

Lawrenceville, Georgia

May 2004 – July 2006

- Environmental, geotechnical, and construction material engineering and consulting.
- Research and analysis of construction materials. Prepared reports of findings and made recommendations on construction methods.
- Interpretation and analysis of state and federal construction regulations.

## COMPUTER SKILLS

Auto CAD Civil 3D, IntellaCAD, Solid Edge, Mat Lab, Microsoft Office [Word, Excel, Power Point, and Access], Hydraflow Hydrographs and Storm Sewers, Peachtree, QuickBooks, ADP, Oracle [PeopleSoft Financial]

## EDUCATION

### Georgia College and State University

Masters in Teaching  
Concentration in Secondary Education Mathematics and Classroom Technology  
2012

### Macon State College

Business Administration, B.S.  
Concentration in Accounting  
2012

### Georgia Institute of Technology

Civil Engineering, B.S.  
2006

## CERTIFICATIONS

Engineer in Training # EIT022974  
GSW Level IA and Level II # 0000038957  
ACI Concrete Field Technician - Grade I  
Auto CAD  
NPEDES

## HONORS & AWARDS

- Dean's List: Georgia Tech
- President's List: Macon State College

## AFFILIATIONS & SERVICE

- Word of God Lutheran Church, Board of Finance and Children's Ministry
- "Buzz" Georgia Tech's Mascot
- American Society of Civil Engineers
- Georgia Society of CPA's
- Boy Scouts of America, Volunteer
- Order of the Arrow