

# ANUM KHAN

ak2831@email.vccs.edu | 719-453-5108 | www.linkedin.com/in/anumkhan2022



## QUALIFICATIONS SUMMARY



Strong customer service    Detail-oriented    Organizational ability    Works well with diverse groups  
Excellent communication – written and oral    Problem-solver    Strong researcher    Quick Learner  
Multilingual: English, Urdu, Punjabi    Strong collaborative and independent work ability    Supports diversity

## TECHNICAL SKILLS

GIS (ArcGIS, GEM)    Microsoft Office & Google Suite    Social Media Platforms    Python, HTML and C++  
Quality Assurance & Reporting    Visio Studio    Adobe Photoshop/Graphic Design    Statistics & Data Collection  
College level research abilities    Autodesk Inventor    MATLAB/Octave

## EDUCATION

**Northern Virginia Community College - AN**

**May 2022**

**A.S. – Engineering**    Cum GPA: 4.00/4.00

**Coursework:** Solid Mechanics (Statics), Mechanics of Materials, University Physics I-II, Differential Equations, Calc. with Analytic Geometry I-II, Vector Calc., Linear Algebra, Engineering Design, Engineering Economics

## Awards and Honors

**Dean's List (all semesters) and Presidential Scholar**

**Service, Engagement, Academics, and Leadership (S.E.A.L) Award**

**March 2022**

**Jack Kent Cooke Foundation Semifinalist Nominee**

**February 2022**

**Academic Achievement Award**

**April 2021**

**Career and Leadership Readiness Institute Program**

**April 2021**

**STEMhawk Mentorship Program**

**Dec. 2020 - Present**

## WORK EXPERIENCE

**Research Intern**



**Sep. 2021 - Dec. 2021**

*Environmental Integrity Project, Washington DC*



- Stimulating CCR data completion rate by researching, compiling, and analyzing data related to coal ash groundwater pollution.
- Organizing and reviewing groundwater monitoring reports and other coal ash compliance records and keeping data clean and up to date accordingly.
- Drafting, editing, and updating narrative site descriptions.
- Updating Ashtracker.org with new site descriptions and groundwater monitoring data.
- Assisting EIP staff with other research projects as needed.

### Library Page

July 2017 - May 2021

George Mason Regional Library, Fairfax, Va.



- Efficiently sort, shelve, and locate materials and other supportive tasks.
- Ensure proper sequential or alphabetical organization and maintenance and damage processing of products.
- Responsible for training coworkers in Microsoft programs and Fairfax county work policies and safety guidelines.
- Assist with public inquiries and direction to resources.
- Efficiently work with both Workflow and Polaris Systems used in the libraries to help with items circulation.

### Retail Sales Associate

Dec. 2016 - Present

Home Depot, Annandale, VA

- Provide fast, friendly service by actively seeking out customers to assess their needs and provide assistance.
- Develop in-depth product and departmental knowledge and maintain the in-stock condition of assigned areas by unpacking and organizing 2-5 pallets of merchandise in store every day.
- Provide a safe working and shopping environment by following all safety policies and standards and completing specified safety training.
- Work in cooperation with the different Department Supervisors and all other associates throughout the store. Learned to work in three different departments.
- Able to use multiple paint systems, and other Home Depot online service tools for customer service.

## VOLUNTEER EXPERIENCE



### Administrative Assistant

July 2018 - Sep. 2020

Islamic Relief USA (IRUSA), Alexandria, VA

Boosted headquarters' staff efficiency, resulting in more aid for those in need around the world. Filed 240 documents electronically and physically in 3 hours to submit the complete financial report by the end of the month. Performed clerical office work and met goals of keeping documents and archives up to date.

### Assistant Leader

May 2017 - Sep. 2020

International Students Inc., Annandale, VA

Attended and set up discussion groups for international students. Participated in year-round extracurricular activities to better communications between campus staff, volunteers, and students. Ensured that the organization's rules were upheld through policy enforcement.