

ANUM KHAN

Falls Church, VA 22042 | ak2831@email.vccs.edu | 719-453-5108 | www.linkedin.com/in/ anumkhan2021

QUALIFICATIONS SUMMARY

Multilingual college professional adept in collaboration and utilizing their customer service background. Detail-oriented, strong organizational skills. Able to carry out tasks independently. Capable of working with people of diverse backgrounds in a tactful, decisive, and resourceful manner.

TECHNICAL SKILLS

- GIS (ArcGIS, GEM)
- Python
- Adobe Photoshop/Graphic Design
- Microsoft Office & Google Suite
- Quality Assurance & Reporting
- Statistics & Data Collection
- Social Media Platforms
- Visio Studio
- College level research abilities

LANGUAGES

- Fluent in English, Urdu, Punjabi (both written and verbal)
- Familiar with French and Arabic

EDUCATION

Northern Virginia Community College

Associate of Engineering - Spring 2022

Cum GPA: 4.00/4.00

Relevant Coursework: Foundations of Engineering, Solid Mechanics (Dynamics), University Physics I-II, Differential Equations, Calculus with Analytic Geometry I-II, Vector Calculus, Engineering Economics

August 2018 - Present

Annandale, VA


WORK EXPERIENCE

Research Intern

Environmental Integrity Project

September 2021 – Present

Washington DC

- Researching, compiling, and analyzing data related to coal ash groundwater pollution, accelerating branch's work significantly to meet Data submission deadline 
- 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 another research as needed.

Library Page*George Mason Regional Library***July 2017 – May 2021**

Annandale, 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*Home Depot***December 2016 - Present**

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 point systems, and other Home Depot online service tools for customer service.

LICENSES AND CERTIFICATES**Career Discovery Workshop**

American Institute of Chemical Engineers

May 2021**Academic Achievement Award**

Northern Virginia Community College

April 2021**Career and Leadership Readiness Institute Program**

Northern Virginia Community College

April 2021**STEMhawk Mentorship Program**

Northern Virginia Community College

December 2020-Present**Using GIS to Solve Problems**

esri

May 2020**Getting Information from a GIS Map**

esri

May 2020**Python Fundamentals**

Toronto University, (Coursera Online)

January 2014

VOLUNTEER EXPERIENCE

Administrative Assistant

July 2018 - Present

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- September 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.