

#### General feedback:

- condense your resume to 1 page
- suggest aligning your section titles to the left and extending the line to break up your sections
- suggest removing anything over 5 years old since you have a lot of great experience

## ELISABETH QUAN

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I would add your expected graduation date

### EDUCATION

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##### Bachelor of Civil Engineering

New Mexico Institute of Mining and Technology

this should say "Bachelor of Science in Civil Engineering"

January 2019 - Present  
Overall GPA: 3.85/ 4.00

#### Relevant Courses:

Minimum Design Loads (Introduction to ASCE 7), Finite Element Analysis, Steel Design, Concrete Design, Foundation Design, Open Channel Hydraulics, Construction Engineering, Engineering Economic Analysis, Infrastructure, Transportation Engineering

left-align relevant courses

##### Associate of Science, Emphasis in Engineering

Brookhaven Community College

June 2015 - December 2018  
Overall GPA: 3.89/ 4.00

### EXPERIENCE

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##### Engineering Intern

LJA Engineering

December 2020 - Present  
Dallas, TX

- Support a diverse group of Professional Engineers and Project Managers with tasks such as: quantity take offs, pad maps of proposed housing developments, and community facilities agreements (CFA)

##### Contract Manager

New Mexico Department of Transportation

are you really working both of these currently?

August 2020 - Present  
Socorro, New Mexico

- Review and approval of invoices and reports, drafting and processing amendments, quarterly meeting moderation

**Teaching Assistant and Grader-** Statics, Structural Analysis, Transportation Engineering January 2020 - December 2020  
New Mexico Tech Engineering Science and Civil Engineering Departments Socorro, New Mexico

##### Student Assistant

New Mexico Tech Skeen Library

December 2019 - August 2020  
Socorro, New Mexico

##### Department Assistant (seasonal)

Brookhaven College STEM Division Office

May 2019 - August 2019  
Farmers Branch, Texas

##### Dining Room Server and Trainer

Meddlesome Moth

if you want to keep your more recent work experience, add some bullet points and remove some of your older work experience from your resume

February 2014 - May 2018  
Dallas, Texas

- Provided exemplary service to guests in one of Dallas' top restaurants by anticipating and responding to guest needs
- Oversaw training of newly hired servers and bartenders

##### Biology, Mathematics, Physics, Engineering, and Chemistry Tutor

Brookhaven College

June 2016 - December 2018  
Farmers Branch, Texas

- Provided students with guidance for homework, projects, and study strengthening skills in courses including: biology, genetics, microbiology, chemistry I, developmental math, algebra, trigonometry, pre-calculus, calculus I, calculus II, engineering statics, and physics I

##### Store Manager/ Assistant Store Manager/ Shift Supervisor

Starbucks

March 2010 - May 2013  
Dallas, Texas

- Managed Dallas area's tenth highest volume store
- Was responsible for personnel management, interviewing, scheduling, employee reviews, disciplinary action, team building, and training
- Strategized plans to increase store sales and control costs
- Inventory management and monthly review of profit and loss reports
  - Hired as shift supervisor March 2010, promoted to Assistant Manager July 2010
  - Promoted to Store Manager June 2011

## ACHIEVEMENTS AND ACTIVITIES

- Member of Tau Beta Pi, Engineering Honor Society (New Mexico Gamma Chapter)
- Member of Phi Theta Kappa, International Honors Society of Two-Year Colleges (Alpha Delta Pi Chapter)
- Secretary of Brookhaven College STEM club during Fall 2017 semester
- ASCE Member (Dallas Chapter: 2017-2019, New Mexico Northern Chapter: 2019-Present)

## CONTRIBUTION TO THE COMMUNITY

### Volunteer Coordinator

*Reach for the Stars, Brookhaven College*

September 2016, September 2017  
Farmers Branch, Texas

- Provided mentorship within the STEM areas to middle-school aged girls
- Assisted participating professors in lab set up and experimental procedures

*BEST Robotics, Texas Instruments & Brookhaven College*

September 2017  
Farmers Branch, Texas

- Assisted judges and senior coordinators in organization of large, high school robotics competition
- Ushered upcoming teams to competition area

## SKILLS

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Proficient in Microsoft Office  
Some experience with AutoCAD, Bluebeam Revu, SAP2000, and MATLAB  
Familiar with STAAD.Pro, RISA 2D, Slide2D, and Settle3D

## HOBBIES

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Hiking, yoga, distance running, reading, ballet, and traveling

## PROFESSIONAL REFERENCES

**Dr. Kathryn Wetzel, Executive Dean (retired 12/2019)**  
Science and Technology Programs  
Brookhaven College, Farmers Branch, TX  
Phone: (806) 206-1381

**Dr. Claudia Wilson, Professor of Engineering**  
New Mexico Tech, Socorro, NM  
Email: [claudia.wilson@nmt.edu](mailto:claudia.wilson@nmt.edu)

**Charli Rust, Professor of Engineering**  
Brookhaven College, Farmers Branch, TX  
Email: [crust@dcccd.edu](mailto:crust@dcccd.edu)

**Margaret Hanson, Program Services Specialist**  
Science and Technology Programs  
Brookhaven College, Farmers Branch, TX  
Email: [mhanson@dcccd.edu](mailto:mhanson@dcccd.edu)

references are not common in resumes so I would remove these and keep them in a separate document so you have this handy when an employer asks for them