

Anum Khan

ak2831@vt.edu | 719-453-5108 | [linkedin.com/in/anumkhan2022](https://www.linkedin.com/in/anumkhan2022)

Objective

Internship, co-op or summer job related to environmental engineering.

Education

Bachelor of Science, Civil and Environmental Engineering | Virginia Tech, Blacksburg, VA | Expected Graduation: May 2025

Associates of Science, Engineering | Northern Virginia Community College, Annandale, VA | GPA 4.0 | Graduation: May 2022

Related Courses: 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

Work Experience

Project Management and Field Intern | Clune Construction | Vienna, VA | May 2022 – August 2022

- Reviewed & processed RFIs using Onscreen Takeoff to enhance accuracy.
- Assisted in budget preparation and reviewed shop drawings using Blue Beam to help projects progress smoothly.
- Coordinated and issued information to a team of subcontractors using Autodesk's Building Connected to assist in punch list completion.
- Observed and monitored Quality Control (QA/QC) at job sites for safety.

Research Intern | Environmental Integrity Project | Washington D.C | Sept 2021 – December 2021

- Stimulated CCR data completion rate by researching and analyzing data related to coal ash groundwater pollution.
- Organized and reviewed groundwater monitoring reports and other coal ash compliance records and kept data clean and up to date accordingly.
- Drafted, edited, and updated narrative site descriptions on Ashtracker.org and assisted EIP staff with other research projects as needed.

Library Page | Fairfax Public Libraries | Fairfax, VA | July 2017 – May 2021

- Maintained all 2000+ materials in the library and executed proper processing of damaged materials for quality assurance while performing other supportive tasks.
- Trained coworkers in Microsoft programs and Fairfax County work policies and safety guidelines.
- Efficiently worked with both Workflow and Polaris Systems used in the libraries to help with circulation and assisted with public inquiries and direction to resources.

Volunteer Experience

Student Member | Engineers Without Borders | Blacksburg, VA | Sept 2022 – Present

Secretary | Green Club | Manassas, VA | Jan 2022 – May 2022

Administrative Assistant | Islamic Relieve USA | Alexandria, VA | Summers 2018 – 2020

Assistant Leader | International Students Inc | Annandale, VA | May 2017 – Sept 2020

Skills

Technical: Office Suite, G-Suite, GIS (ArcGIS, GEM), Python, HTML and C++, MATLAB/Octave, AutoCAD, Inventor

Languages: English, Urdu, Arabic, French

Awards and Honors

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

-Academic Achievement Award

-David R. Hale Scholarship

-Jack Kent Cooke Foundation Semifinalist Nominee

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