

# Anum Khan

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

## **Objective**

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

## **Education**

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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**

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**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**

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**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**

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

**Languages:** English, Urdu, Arabic, French

## **Awards and Honors**

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-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