

KEYING LAO

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EDUCATION

Cornell University, College of Engineering - Ithaca, NY

Expected Graduation: May 2022

- Bachelor of Science degree, Civil Engineering
- GPA: 3.62
- Relevant Courses: Sustainable Transportation Systems Design, Statics & Mechanics of Solids, Structural Modeling & Behaviors, Geotechnical Engineering, Thermodynamics, Intro to Python, Engineer Economics & Management

EXPERIENCE

Stantec - New York, NY

January 2021 - present

Transportation Engineering Spring Co-op

- Utilize Microsoft Excel to analyze traffic data and generate graphs to display transportation trends.
- Learn and apply VISSIM and Synchro knowledge to build transportation models and evaluate traffic volumes.

Project Tactical Solutions, LLC - New York, NY

June 2019 - August 2019

Engineering Intern

- Revised and authored the Quality Manual for annual accreditation assessment renewal.
- Attended 4 inspections with the Inspection Body to understand special inspection services, learning ~~all~~ about requirements and design processes of an inspection from a civil engineering company.

Marks JCH Summer Day Camp - Brooklyn, NY

June 2018 - August 2018

Office Associate

- Oversaw all the filing for the camp office and data entries online using Excel and Microsoft Office Suite.
- Scheduled offsite events and activities for about 200+ campers, connecting with regional companies.

consider "performed by the company" instead of "from a civil engineering company" - just a small change

PROJECTS

Engineers for a Sustainable World (ESW) - Ithaca, NY

February 2019 - Present

Team Member

- Currently collaborating on a "Hydroturbine" project in a team of 5 students with the goal to create a turbine that can replace hydropower turbines. The project is essential because some dams cannot be used for hydropower due to flood control or installment expenses.
- Designing and assembling a free-standing turbine to be installed on the Cornell Campus, applying AutoCAD skills.

ACTIVITIES

Society of Women in Engineering (SWE) - Ithaca, NY

August 2018 - Present

Fundraising Committee Member

- Lead fundraising efforts, selling baked goods and SWE stickers, raising over hundreds of dollars per semester.
- Proposed plans for social events that Engineering students participate and engage in, as an Outreach Committee Member, attracting more than 50+ students per event and increasing the organization's presence on the Campus.
- Presided as a Volunteer Liaison to supervise and host on-campus hiring events for company recruitment in 2018.

Cornell Engineering Advising - Ithaca, NY

August 2020 - December 2020

Peer Advisor

ensured that

- Guided and ensured incoming freshmen have a smooth transition from high school to college.
- Held weekly meetings and presentations on ethics, career center, and college life hacks for freshmen students.

Project Hope - Ithaca, NY

March 2019 - May 2020

Executive Board - Publicity Chair

- Managed Social Media Pages and launched weekly newsletters using Mail Chimp to about 1k+ Members and Faculty.
- Raised about \$3K in funds and drew awareness in the campus community on improving education in rural China.
- Served as Internal Affairs Chair in the Spring of 2019, organized fundraising and social events on-campus with the mission to prevent underprivileged children from dropping out of school (China Youth Development Foundation).

SKILLS

- Computer: AutoCAD/Autodesk Inventor, Python, SketchUp, Adobe (Photoshop, Illustrator), Microsoft Office Suite (Excel, Word, PowerPoint), Mail Chimp, Synchro, VISSIM
- Language: Chinese (Mandarin & Cantonese)

It may seem silly, but add "English" here too, just in case resume software searches for it. If you are fluent in the other languages you listed, feel free to put "fluent" next to them as well! Usually, the four levels of languages are Basic, Conversational, Proficient, and Fluent, so feel free to brag about this if you are very comfortable speaking the language. Otherwise, it looks fine just like this.