

# ELISABETH QUAN

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## EDUCATION

### **Bachelor of Civil Engineering**

*New Mexico Institute of Mining and Technology*

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

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

*Brookhaven Community College*

June 2015 - December 2018

Overall GPA: 3.89/ 4.00

## EXPERIENCE

### **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*

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*

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

Proficient in Microsoft Office

Some experience with AutoCAD, Bluebeam Revu, SAP2000, and MATLAB

Familiar with STAAD.Pro, RISA 2D, Slide2D, and Settle3D

## HOBBIES

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

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## 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)