

# ANUM KHAN

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## QUALIFICATIONS SUMMARY

Multilingual college professional adept in collaboration and utilizing their customer service background. Detail-oriented, strong organizational skills. Able to carry out tasks independently. Capable of working with people of diverse backgrounds in a tactful, decisive, and resourceful manner.

## TECHNICAL SKILLS

- GIS (ArcGIS, GEM)
- Microsoft Office & Google Suite
- Social Media Platforms
- Python
- Quality Assurance & Reporting
- Visio Studio
- Adobe Photoshop/Graphic Design
- Statistics & Data Collection
- College level research abilities

## LANGUAGES

- Fluent in English, Urdu, Punjabi (both written and verbal)
- Familiar with French and Arabic

## EDUCATION

### Northern Virginia Community College

Associate of Engineering - Spring 2022

Cum GPA: 4.00/4.00

August 2018 - Present

Annandale, VA

Relevant Coursework: Foundations of Engineering, Solid Mechanics (Dynamics), University Physics I-II, Differential Equations, Calculus with Analytic Geometry I-II, Vector Calculus, Engineering Economics

## WORK EXPERIENCE

### Research Intern

*Environmental Integrity Project*

September 2021 – Present

Washington DC

- Researching, compiling, and analyzing data related to coal ash groundwater pollution, accelerating branch's work significantly to meet Data submission deadline.
- Organizing and reviewing groundwater monitoring reports and other coal ash compliance records and keeping data clean and up to date accordingly.
- Drafting, editing, and updating narrative site descriptions
- Updating Ashtracker.org with new site descriptions and groundwater monitoring data
- Assisting EIP staff with another research as needed.

**Library Page***George Mason Regional Library***July 2017 – May 2021**

Annandale, VA

- Efficiently sort, shelve, and locate materials and other supportive tasks.
- Ensure proper sequential or alphabetical organization and maintenance and damage processing of products.
- Responsible for training coworkers in Microsoft programs and Fairfax county work policies and safety guidelines.
- Assist with public inquiries and direction to resources.
- Efficiently work with both Workflow and Polaris Systems used in the libraries to help with items circulation.

**Retail Sales Associate***Home Depot***December 2016 - Present**

Annandale, VA

- Provide fast, friendly service by actively seeking out customers to assess their needs and provide assistance.
- Develop in-depth product and departmental knowledge and maintain the in-stock condition of assigned areas by unpacking and organizing 2-5 pallets of merchandise in store every day.
- Provide a safe working and shopping environment by following all safety policies and standards and completing specified safety training.
- Work in cooperation with the different Department Supervisors and all other associates throughout the store. Learned to work in three different departments.
- Able to use multiple paint systems, and other Home Depot online service tools for customer service.

**LICENSES AND CERTIFICATES****Career Discovery Workshop**

American Institute of Chemical Engineers

**May 2021****Academic Achievement Award**

Northern Virginia Community College

**April 2021****Career and Leadership Readiness Institute Program**

Northern Virginia Community College

**April 2021****STEMhawk Mentorship Program**

Northern Virginia Community College

**December 2020-Present****Using GIS to Solve Problems**

esri

**May 2020****Getting Information from a GIS Map**

esri

**May 2020****Python Fundamentals**

Toronto University, (Coursera Online)

**January 2014**

## **VOLUNTEER EXPERIENCE**

### **Administrative Assistant**

**July 2018 - Present**

*Islamic Relief USA (IRUSA)*

Alexandria, VA

Boosted headquarters' staff efficiency, resulting in more aid for those in need around the world. Filed 240 documents electronically and physically in 3 hours to submit the complete financial report by the end of the month. Performed clerical office work and met goals of keeping documents and archives up to date.

### **Assistant Leader**

**May 2017- September 2020**

*International Students Inc*

Annandale, VA

Attended and set up discussion groups for international students. Participated in year-round extracurricular activities to better communications between campus staff, volunteers, and students. Ensured that the organization's rules were upheld through policy enforcement.