

Enthusiastic individual and student with superior skills in working in both independent and team- based environments. Possesses a strong work ethic and exceptional organizational skills. Proven success working within fast-paced, collaborative settings.

## **Education**

**Bachelor of Science: Civil Engineering with Mathematics Minor/** Hofstra University, Hempstead, NY

- Expected Graduation: May 2023
- Activities: American Society of Civil Engineers, National Society of Black Engineers, and Hofstra Gospel Ensemble.

## **Skills and Certifications**

- Autodesk: Revit and AutoCAD, Bluebeam, Microsoft Office, MATLAB, RAM Structural
- MOS Microsoft Excel 2016 Certification

## **Experience**

SEPT 2021-PRESENT

**Receptionist and Cashier/ BMW of Devon, Devon, PA**

- Answer incoming phone calls and return missed calls, respond to voicemails and emails, and distribute incoming mail.
- Maintain both physical and digital filing systems and create a more efficient filing process.
- Schedule appointments for customers either over the phone or in person.

AUG 2020 – PRESENT

**Resident Safety Representative/ Hofstra University, Hempstead, NY**

- Responsible for monitoring the entrance to the residence hall to ensure that unauthorized persons do not enter the residence halls.
- Admit over 10,000 residents and their guests into the residence halls in accordance with the ID Policy and procedures.

NOV 2018 – PRESENT

**Food Service Worker/Compass Group Inc, Hempstead, NY**

- Answer questions and offer advice to customers.
- Responsible for training new team members in cash register operations, stock procedures, and customer service.
- Delivered catered food and supplies to facility for on-time set-up.

JUNE 2021-AUG 2021

**Structural Engineering Intern/ Pennoni Associates, Philadelphia, PA**

- Fulfilled administrative duties around the office including, running errands for the engineering staff, making copies, scanning documents, attending meetings, filing, and updating the structural team's resume.
- Utilized Microsoft Excel, AutoCAD, Revit, and RAM Structural, and Bluebeam in order to create spreadsheets, general notes, markups, drawings, and typical details.

DEC 2020 – AUG 2021

**Customer Service Representative/ Wawa, Downingtown, PA**

- Operate the cash register, scan items, bag merchandise and properly handle different methods of payment.
- Prepare all made to order food and/or beverages according to recipe or customer specifications.
- Greet and provide an enjoyable shopping experience for all customers.

## **Academic Projects**

### **Truss Design**

Dec 2019

- Design, built and tested a truss bridge to hold a minimum load of 100 N.

### **National Student Leadership Conference: Engineering Design Challenge**

July 2017

- Collaborated with a group of 10 students to design and build a trebuchet, sea perch, and RC car.

## **Leadership Experience**

### **Hempstead Highschool Initiative Mathematics Tutor**

October 2020- Present

- Collaborated with students to complete algebra and calculus homework assignments, identify lagging skills and correct weaknesses.

### **Greater Faith Deliverance Ministries, Wilkes- Barre PA**

Jan 2012- Present

- Volunteered in Philadelphia and Wilkes-Barre locations and in various roles, including praise and worship team member and head of youth ministry.