

ANUM KHAN

ak2831@email.vccs.edu | 719-453-5108 | www.linkedin.com/in/anumkhan2022

QUALIFICATIONS SUMMARY

Strong customer service Detail-oriented Organizational ability Works well with diverse groups
Excellent communication – written and oral Problem-solver Strong researcher Quick Learner
Multilingual: English, Urdu, Punjabi Strong collaborative and independent work ability Supports diversity

TECHNICAL SKILLS

GIS (ArcGIS, GEM) Microsoft Office & Google Suite Social Media Platforms Python, HTML and C++
Quality Assurance & Reporting Visio Studio Adobe Photoshop/Graphic Design Statistics & Data Collection
College level research abilities Autodesk Inventor MATLAB/Octave

EDUCATION

Northern Virginia Community College - AN

May 2022

A.S. – Engineering Cum GPA: 4.00/4.00

Coursework: 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

Awards and Honors

Dean's List (all semesters) and Presidential Scholar

Service, Engagement, Academics, and Leadership (S.E.A.L) Award

March 2022

Jack Kent Cooke Foundation Semifinalist Nominee

February 2022

Academic Achievement Award

April 2021

Career and Leadership Readiness Institute Program

April 2021

STEMhawk Mentorship Program

Dec. 2020 - Present

WORK EXPERIENCE

Research Intern

Sep. 2021 - Dec. 2021

Environmental Integrity Project, Washington DC

- Stimulating CCR data completion rate by researching, compiling, and analyzing data related to coal ash groundwater pollution.
- 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 other research projects as needed.

Library Page**July 2017 - May 2021***George Mason Regional Library, Fairfax, 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**Dec. 2016 - Present***Home Depot, 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.

VOLUNTEER EXPERIENCE**Administrative Assistant****July 2018 - Sep. 2020***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 - Sep. 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.