

# Michelle Ramos

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## EDUCATION

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<b>University of Southern California, Viterbi School of Engineering</b>	<b>Los Angeles, CA</b>
<i>Bachelor's Degree in Civil Engineering</i>	August 2019-May 2023
<i>Honors &amp; Awards: Dean's Merit Scholarship, Viterbi Dean's Research Award</i>	GPA: 3.82/4.0

## WORK EXPERIENCE

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<b>Bookstacks Associate, USC Doheny Memorial Library</b>	January 2020-May 2020
<ul style="list-style-type: none"><li>Organized USC's collection of over 500,000 books in a detail-oriented manner</li><li>Operated and sought improvements for organizational system in use</li></ul>	

## LEADERSHIP & INVOLVEMENT

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<b>Troy Philippines, USC Cultural Organization</b>	August 2019-Present
<i>Secretary, Executive Board</i>	
<ul style="list-style-type: none"><li>Designed task-management system to streamline club operations</li><li>Administered written communication as liaison between the Board and general members</li><li>Created weekly newsletter to relay announcements to over 200 students</li><li>Introduced new timeline to publicize events and boost general member involvement</li></ul>	

<b>Alpha Phi Omega, Service-Based Leadership Development Organization</b>	January 2020-Present
<i>Pledge Interchapter Chair, Alpha Pi Executive Committee</i>	
<ul style="list-style-type: none"><li>Planned an event and methods to connect with members of other chapters</li><li>Committed to active community service throughout the Los Angeles community</li></ul>	

<b>American Society of Civil Engineers, Academic/Professional Organization</b>	August 2019-Present
<i>USC Environmental Design Team</i>	
<ul style="list-style-type: none"><li>Collaborated with other students to design waste-water treatment system given criteria and constraints</li></ul>	

<b>Chi Epsilon, Civil Engineering Honor Society</b>	February 2020-Present
<i>Member</i>	
<ul style="list-style-type: none"><li>Connected with fellow academically-accomplished Civil Engineering students and developed professional skills</li></ul>	

<b>Women in Engineering &amp; Society of Women Engineers, Academic Organizations</b>	August 2019-Present
<i>Mentor</i>	
<ul style="list-style-type: none"><li>Demonstrated positivity and advised mentees in topics relating to academics, professionalism, and personal life</li></ul>	

## TECHNICAL SKILLS

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Revit, AutoCAD, Python, MATLAB, Adobe InDesign, Adobe Photoshop, Adobe Illustrator