

# Ali Tariq

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## OBJECTIVE

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An internship position in field of mechanical engineering.

## EDUCATION

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Loyola Marymount University (LMU), Los Angeles, CA

**Bachelor of Science in Engineering, Mechanical Engineering**

May 2011

## RELATED PROJECTS

**Mini Baja:** Designed, constructed & raced motorized vehicle in regional competition; team placed 42<sup>nd</sup>

**Lighter Than Air Vehicle:** Designed & built vehicle under specific constraints to deliver payload from point A to B

## EXPERIENCES

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### Teaching Assistant

2009 – Present

LMU Science and Engineering Department, Los Angeles, CA

- ♦ Collaborate with faculty to develop classroom presentations in their absence
- ♦ Provide tutoring for students
- ♦ Maintained class grades

### Corporate and Personal Assistant

2009 – Present

Comedy Workshops Production, Venice, CA

- ♦ Track all accounts receivable and payable for company and personal finances
- ♦ Recruit and publicize class openings and corporate speaking engagements
- ♦ Maintain and organize class rosters, personal files and schedules

### Research Assistant

Summer 2008

LMU Science and Engineering Department, Los Angeles, CA

- ♦ Gathered information for research papers on mechanical engineering topics, resulting in publication
- ♦ Collaborated with co-writers, researchers and faculty to produce publication
- ♦ Edited/rewrote articles per journal specifications

### Administrative Assistant

2007 – 2008

LMU Student Employment Services, Los Angeles, CA

- ♦ Performed general clerical duties
- ♦ Assisted with the hiring of work-study students
- ♦ Organized and maintained files

## COMPUTER SKILLS

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- ♦ **Engineering Software:** Mathlab, AutoCAD, Pro-Engineering, & Working Model
- ♦ **Microsoft Office:** Works, Words, Excel, Spreadsheet and Power Point
- ♦ **General Office Software:** Quicken 2008, ACT, Access and some basic web design knowledge