

# Janel Baxter

## Education

### University of the District of Columbia

August 2022 - present

Bachelor of Science, Civil Engineering

GPA 4.0

### St. Andrew High School for Girls

September 2015 - July 2022

8 Caribbean Advance Proficiency Examination (CAPE)  
(Unit 1 & 2) passes June-July 2021-2022;

- Building & Mechanical Engineering Drawing (BMED)
- Communication Studies (Unit 1)
- Caribbean Studies (Unit 1)
- Digital Media
- Management of Business

8 Caribbean Secondary Examination Certificate (CSEC)  
passes July-August 2020; 8 (I's or A's)

- English Language & Literature (Distinction)
- Information Technology (Distinction)
- Mathematics & Physics (Distinction)
- Principle of Accounts & Business (Distinction)
- Technical Drawing

## Experience

### Summer School Assistant

July 2022

- Assisted in the collection of payments.
- Categorized students based on grade levels.
- Updated students' accounts.
- Coordinated sporting and entertainment activities for students.

## Awards

- Certificate of Excellence for CSEC performance.
- Certificate of Good Progress grade 9.
- Top 10 in Island for BMED.
- Top 60 in Island for Digital Media.
- Certificate of School Citizenship (2015-2018, 2020 & 2021)

## Objective

To learn and adopt to any situation and fulfill the organization's objectives.

## Skills

### Software Proficiency:

- Audacity
- Microsoft Suite
- G Suite
- Anaconda
- AutoCAD
- Canva

### Other:


- Attention to Detail
- Time management
- Communication skills
- Team player
- Fast learner

### Relevant Courses:

- Calculus I & II
- University Physics I & II
- Scientific Programming
- Oral Communication
- Writing Arts & Humanities
- Computer Aided Graphics
- Writing in Social Science
- Introduction to Engineering

### Contact Info

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