

Janel Baxter

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OBJECTIVE

Highly motivated Civil Engineering student recognized for academic excellence and leadership. Seeking an internship or entry-level position to apply technical skills in AutoCAD, ArcGIS, and laboratory research. Eager to contribute to innovative engineering projects while continuing to develop expertise in urban water management, materials testing, and sustainable infrastructure design.

EDUCATION

University of the District of Columbia	Washington, DC
Bachelor of Science in Civil Engineering, GPA [3.95]	Expected; May 2026
<i>Relevant Coursework:</i> Engineering Mechanics I & II, GIS Fund & Engineering Appls., Urban Water Quality Management, C.E. Materials, and Computer-Aided Graphics.	
<i>Academic Awards:</i> Dean's List Award (Spring & Fall 2022 & 2023), Highest Honors Award	

EXPERIENCE

University of the District of Columbia	Washington DC
School of Engineering & Applied Sciences Teaching Assistant	Spring 2024 – Current
<ul style="list-style-type: none">Proctored classes, ensuring a smooth learning environment and adherence to academic policies.Assisted with student outreach initiatives, helping to engage and support students in academic programs.Developed model projects and presentations for outreach programs, enhancing student understanding and participation in course material.	
University of the District of Columbia	Washington DC
Research Assistant	Summer 2024, Spring - Fall 2023
<ul style="list-style-type: none">Developed and wrote 30% of the Standard Operating Procedures (SOPs) for various laboratory experiments to improve consistency and efficiency.Recorded and maintained detailed meeting minutes to support project documentation and team collaboration.Instructed new team members on fundamental lab techniques and experimental procedures, fostering a collaborative learning environment.Assisted in conducting approximately 80-90 laboratory experiments, ensuring precision and adherence to research protocols.	

LEADERSHIP/ORGANIZATIONS

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- President of the American Institute of Steel Construction & American Society Civil Engineering at the University of District of Columbia
 - University of District of Columbia Women's Track and Field/Cross Country Team Captain
 - Graphic Designer for the University of District of Columbia Industry Practicum Club
 - National Society of Black Engineers & Society of Women Engineers
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SKILLS

TECHNICAL: ArcGIS, Microsoft Suite, G Suite, Python, AutoCAD, Revit, and Canva.

LABORATORY: Pipetting, weighing, reading pH, turbidity, DO meter, and DR 6000, sterilizing glassware.

LANGUAGE: English (fluent) Spanish (beginner proficiency)

OTHER: Attention to detail, Time management, Communication skills, Team player, and Fast learner.
