

RESUME PROFILE:

Outstanding student seeking opportunities to grow knowledge and skills in applying current experience and education into an exciting career. Looking for new challenges and opportunities to apply my vast knowledge and skills.

EDUCATION:

University of Buffalo, B.S. Civil Engineering anticipated 2024

SUNY Cortland, B.A. History 2021

Tompkins Cortland Community College, A.A. Criminal Justice 2018

EXPERIENCE:

Auto Connection Loan Interviewer

October 2021-Current

- Received, verified, and logged auto loans from dealerships.
- Corrected and maintained loan data using Fiserv and Crif systems.
- Maintained a continuous improvement philosophy; updated and automated several existing processes using excel, increasing efficiency and lowering costs.
- Received Lean Management Training and how to utilize a multi-step system to increase efficiency and streamline workflow.

Internship at Experience Cortland

January 2021- May 2021

- Received and organized inquiries about tourism in Cortland County.
- Researched and created a guided walking tour of the City of Cortland focusing on historic monuments.
- General receptionist duties: interacting with the public, answering questions and concerns, and being the front face of the office.
- Created and organized a plan for adding in more sidewalks near SUNY Cortland, which was forwarded to the board, and eventually implemented.

Internship at College Archives of SUNY Cortland

September 2020- December 2020

- Organized and created finding aids for several sections of the archives.
- Researched remotely to find information and historical background of contents of the archives.
- Utilized data bases around the country to retrieve information and create finding aids.

Leadership & Community Involvement:

September 2022-Current

- Pledge Class President of Theta Tau professional engineering fraternity Chi Beta Pledge Class.
 - Resolved communication conflicts and organized pledge class duties.
- Volunteered for St. Margaret's Church fundraising events.

Skills & Certifications

- Proficient in Microsoft Office Suite
- Auto Cad and Revit 2023
- Certified food protection manager
- MSHA safety certified
- Forklift operation and safety trained