

# PHILIP A MELLOTT

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OBJECTIVE      **To obtain full time employment within the Civil Engineering field**

EDUCATION      **Bachelor of Science in Civil Engineering**  
The Pennsylvania State University, University Park, PA  
Expected Graduation: May 2010

## **Relevant Courses**

Structural Analysis  
Highway Engineering  
Design of Concrete Structures  
Solid and Hazardous Wastes  
Design of Steel Structures  
Water and Wastewater Treatment  
Foundation Engineering  
Safety Engineering

COMPUTER SKILLS	C++ Programming AutoCAD	Matlab Solidworks	Excel (2007 and prior versions) Microsoft Word (2007 and prior versions)
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## EXPERIENCE

### **Student Loan Intern**

FedLoan Servicing/Pheaa, State College, PA  
06/09 to Present

- Maintaining the privacy of all customers
- Providing the most accurate advice/figures to help customers obtain to or maintain good standing with their student loans
- Processing various forms/correspondence to keep customers' accounts as current as possible
- Sustaining positive engagement with the customer

### **Student Manager**

Simmons Dining Hall, University Park, PA  
1/08 to 07/09 (working at present location since 9/06)

- Supervising the activities of student employees to ensure and maintain a welcoming environment for the customer
- Coordinating with the full time managers and full time non-student workers to determine the most efficient method of providing what the customer desires without overtaxing employee resources
- Developing an environment where student employees enjoy coming to work

REFERENCES      Available upon request

