

CHARLES ADDISON JENKINS

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OBJECTIVE: To secure a full-time position that will help me reach my eventual goal of working in the transportation field as an industrial and systems engineer.

EDUCATION:

Lehigh University *Bethlehem, Pa.*

May 2015

Candidate for Bachelor of Science in Industrial and Systems Engineering

Cumulative Major GPA: 3.37; Dean's List, Spring 2014

EMPLOYMENT EXPERIENCE:

Engineering Intern, Roy Jorgensen Associates *Buckeystown, Md. & Alexandria, Va.*

May 2012 – present

- Completed cost analysis of converting a fleet of trucks from a gasoline system to a propane system, presented findings, and led effort to complete the purchase and subsequent conversion
- Assisted in putting together an accurate price estimate for maintenance of a new Goethals Bridge in Elizabeth, N.J. and Staten Island, N.Y. by compiling labor rates and fringe benefits for potential labor workers
- Development and full responsibility of maintenance management system data reporting for I-495 Express Lanes project headquartered in Alexandria, Va.

Employee, Lehigh University Athletics *Bethlehem, Pa.*

August 2011 – May 2012, August 2012 – May 2013

- Entered prospective student-athlete information into Lehigh University RecruitWeb service
- Assisted secretary with any of her needs

Tennis Instructor, Frederick County Parks & Recreation *Frederick, Md.*

June 2008 – August 2013

- Teach the basics of tennis to students aged 8-15 in tennis class/camp setting
- Handle incidents upon occurrence

LEADERSHIP AND SERVICE EXPERIENCE:

Lehigh University Orientation Coordinator

2013

- Conducted Orientation Leader recruitment and selection
- Planned and led Orientation Leader spring and summer training
- Assisted first-year students by leading discussions, answering questions, and giving peer-to-peer advice

Orientation Leader for the Class of 2016

2012

- Helped first-year students with transition to Lehigh and educated them about university academic and social policies
- Led evoLUtion seminar weekly throughout fall semester

Member, Association of Student Alumni (ASA)

2012 – present

- Help create and enhance traditions that promote alumni involvement through unity, spirit, and community outreach
- Work to foster the relationship between students and Lehigh University

Camp Hawk Counselor

2012

- Acted as a mentor for first-year students and helped them form connections with new students and organizations

Admissions Ambassador

2011 – present

- Host prospective students to help bring geographically and ethnically diverse students to the Lehigh community

REFERENCES:

References available upon request.