**Andrea Thomas**

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**Objective:**

Seeking an opportunity where my solid academic background, creativity, dependability and ability to learn quickly can contribute to the position of  **File Clerk**

**EDUCATION:**

Virginia State University Petersburg, VA

**Bachelor of Science, Computer Engineering** December 2010

**WORK HISTORY:**

Enterprise (Rent-A-Car) Charlotte, NC

**Service Agent** Sept. 2011– March 2012

* Delivered automobiles to local clients
* Maintained ordered supplies for car wash area clean and performed basic maintenance checks

NSBE Summer Engineering Experience for Kids Washington, DC and San Diego, CA

**Lead Mentor** July 2007 – July 2011

* Used SAE: A World in Motion curriculum to teach students various scientific and mathematic concepts
* Managed students ,fellow classroom mentors ,and effectively mediated conflict
* Effectively assessed the learning needs of students and made necessary adjustments

Virginia State University – Williams Hall Petersburg, VA

**Resident Assistant** Sept.2007 – May 2008

* Enforced residence life rules for 100+ student residents.
* Partnered with other staff members to organize various activities such as a can food drive

**Achievements:**

* Two abstracts published in Virginia State University Annual HBCU-UP Undergraduate Conference

-“Hot Music ”- Investigated the cause of overheating in the RCA Opal MP3 player due to the chips and reasons causing it to shut down, and find a solution to this problem

-“The Recover Car: a microcontroller based security system”

* 2008-2009 NSBE Region 2 Most Energetic member

**EXTRACURRICULAR ACTIVITIES:**

* 2009-2010 Senator, Virginia State University Student Senate
* 2009-2010 Membership Chair, Virginia State Chapter of National Society of Black Engineers
* 2008-2009 Senator, Virginia State Chapter of National Society of Black Engineers

**COMPUTER SKILLS:**

Microsoft Word, Excel, PowerPoint, Outlook, LabView, C++, Java, PSpice, CES edu pack, Linux, Matlab