



Colleen Duong  
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## EDUCATION

**Carnegie Mellon University** Pittsburgh, PA  
Bachelor of Architecture  
Class of 2021  
GPA 3.0/4.0

**President William McKinley High School**  
Honolulu HI  
Class of 2016

### 2017 LEDA Career Fellow

Providence, RI  
August 2017

Attended workshops that developed hard and soft skills, leadership skills, professional network, and offered exposure to new opportunities.

**Leadership Enterprise for a Diverse America**  
Princeton, NJ  
Summer 2015

A seven-week intensive dedicated to developing academic and leadership potential of exceptional public high school students from socioeconomically disadvantaged backgrounds. Students take courses such as Aspects of Leadership, Writing Instruction, College Preparation, and Advantage Testing.

## SKILLS

### Software

Adobe Photoshop, Illustrator, Indesign, Premiere, After Effects; MS Office, Rhino 5, AutoCAD, Solidworks, 130 WPM

### Fabrication

CNC Machining (Mill and Lathe), Woodwork, Laser cutting

### Analog

Drafting, Model Making, Drawing

### Language

English, Basic Vietnamese, Basic Japanese

### Programming

P5JS, JavaScript, HTML

## EXPERIENCE

### LEDA Peer Mentoring Program *Fall 2017 - Present*

Mentor

- Program that provides first-year LEDA scholars a network of peer support.
- Develop 1:1 relationships with first-year scholars and provide them with a sense of connection and support.

### Carnegie Mellon University Telefund Pittsburgh, PA *2017 – Present*

CMU Ambassador

- Call alumni, parents and friends of the university to connect them through their school experiences.
- Ask for donations to make CMU a better place for higher education.

### RE/MAX Real Estate Honolulu, HI *Summer 2014*

Real Estate assistant for Ms. Frances Ueunten

- Provide administrative support to Ms. Frances Ueunten.
- Organized and managed paperwork, financial data, e-mails, and phone calls with clients.

## ACTIVITIES

### Habitat for Humanity, Carnegie Mellon Houston, TX *January 2018*

- Volunteer program to help with the hurricane relief program in Texas after recent events with Hurricane Harvey
- Includes helping with the Houston Food Bank, Northwest Harris County Habitats, and Galveston County Habitats.

### The American Institute of American Architecture Students, Carnegie Mellon

Pittsburgh, PA *Fall 2017 – Present*

Member

### Robotics Club, Carnegie Mellon Pittsburgh, PA *Spring 2017 – Present*

Member

- Involved in several groups within the club; a part of the Robot Parody M.U.L.A.N group to make the tea scene from the movie using robots and Quadcopter.

### Robotics Team, Team Kika Mana #368 Honolulu, HI *Fall 2012 – Spring 2016*

Captain (2014 – 2016), Coach (2015)

- Prepared for meetings, scheduled team events, took membership attendance throughout the FIRST season, and wrote grant proposals.
- Coached the team to Einstein Field at 2015 FIRST Robotics World Championship; this

## INTERESTS

Robotics, Engineering, Graphic Design, Video Games, Animation