

# LISA HARRISON

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Oviedo, FL 32765

## PROFESSIONAL SUMMARY

Reliable and versatile Robotics Engineering student seeking an internship or entry-level position in a dynamic environment.

## SKILLS

- IOS Application Development
- Modeling Software (SolidWorks, AutoCAD, Ansys Fluent, NI LabView)
- Programming Languages (Java, C, Swift, Matlab, Python)
- Process Optimization
- Leadership
- Data Management
- Spanish Fluency
- Adaptability

## EDUCATION

University of Central Florida - Orlando, FL *Expected in 12/2021*  
Bachelor of Science: Mechanical Engineering

- Minored in Intelligent Robotic Systems and Computer Science.
- Elected Secretary, SALUTE National Veterans Honor Society.
- Completed coursework in Java, Swift, C, Matlab, and Python programming languages, while maintaining a 3.0 GPA.
- Completed research in iOS app development with integrated robotic systems.

American Military University - West Virginia *03/2018*  
Associate of Science: Criminal Justice

- Demonstrated excellent time management skills by maintaining a 4.0 GPA in online coursework while serving on active duty with the US Navy.

Mercy College of Health Science - Des Moines, IA *08/2010*  
Certificate: Emergency Medicine (Paramedic Specialist)

## WORK HISTORY

Administrative Assistant | Veteran Resources - Orlando, FL *01/2019 - Current*

- Acted as liaison between UCF students and Veterans Administration Department of Education.
- Ensured over 6000 students received all benefits to which they were entitled through the use of VA Once and PeopleSoft software.
- Developed and updated spreadsheets and databases to track, analyze and report on enrollment and benefits entitlement data.

Server | Greg's Grill On The Deschutes - Bend, OR

11/2017 - 06/2019

- Worked as part of a team to create enjoyable an enjoyable experience for all guests while utilizing efficient cash handling to ensure accurate cash drawer counts every shift.

Petty Officer Second Class | US Navy - Everett, WA

01/2014 - 09/2017

- Consistently ranked in top tier of peers by supervisors and tested in the 90th+ percentile, achieving E5 in 18 months; this rank is typically achieved after 6-8 years.
- Designed and implemented hands-on technical training program, resulting in a 95% pass rate and promotion for junior sailors in the division.
- Mentored and supervised 24 personnel within the division, providing positive guidance for both career sailors and those transitioning to the civilian workforce.
- Streamlined process for tracking stores and expenditures within Navy-specific software, correcting a \$10,000 deficit and keeping the food services division on budget thereafter.
- Oversaw regularly scheduled testing and maintenance of 3000+ pieces of machinery and equipment as the Workcenter Supervisor.

Bartender | Ted's Montana Grill - Bozeman, MT

09/2010 - 01/2014

- Operated as part of an efficient team in high-volume setting, generating over \$20,000 in revenue on peak days.
- Managed bar inventory, restocked supplies and placed orders for spirits, beer, wines and mixers, tracking all product through Aloha ordering and receiving.

## AFFILIATIONS

- Secretary and Female Veterans Coordinator, Veteran Knights
- Secretary, SALUTE Veterans' Honor Society, UCF Chapter
- Member, American Institute of Aeronautics and Astronautics, UCF Chapter
- Member, Multicultural Heritage Committee, USS Shoup
- Assistant Leader, Command Fitness Program, USS Shoup