

SCARLETT MINSHULL

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Geological Engineering, University of Waterloo, 4 month preferred

SUMMARY OF QUALIFICATIONS

Technical Skills	Confidently utilizes Sokkia automatic level for Surveying (20+ hours), and leverages differential GPS, project mapping and engineering detail drawings in AutoCAD (30+ hours) Experienced in developing precise plans for existing conditions, gradings, and demolitions, and designing exact drawings for bioswale, retaining walls, bioretention site, and channel removal. Knowledgeable in creating functional engineering documents (email, business letter, report, technical) Implements excellent Microsoft Office skills (PowerPoint, Excel, Word), proficient in ADOBE
Applicable Skills	Enthusiastic, detail-oriented and shows initiative by setting challenging goals and pursuing new skills and knowledge outside the workplace/classroom Strong multitasking, organizational and time management skills developed from past employment, and participating in leadership activities, competitive athletics and achieving high success in academics Exercises exceptional verbal and written communication in English and French: bilingual D.E.L.F (Diplôme d'études en langue française) certification

RELEVANT EXPERIENCE

Sept 2018-Present	Course-Related/Field Experience , University of Waterloo Waterloo, Ontario Quickly and accurately performed a field layout for closed traverses and used Excel to effectively balance the data Created a robust Functional Servicing Report, documenting the design of a low impact parking lot
July 2018-August 2018	Forecasting Analyst, Scarsin Corporation Uxbridge, Ontario Refined advanced Excel skills using proprietary software (i2e) to build forecasts for pharmaceutical data Exercised stringent attention to detail when integrating patient, dosage, and compliance data and compared forecasts to understand significance of results Interacted professionally with fellow staff in a dynamic entrepreneurial environment to collaborate on projects and achieve deadlines
August 2015-August 2018	Independent Bookseller, Blue Heron Books Uxbridge, Ontario Effectively engaged all demographics of customers/international authors ensuring a high level of satisfaction, optimized store processes, confident in conflict resolution with suppliers Marketed current books and events through creative displays, networking with customers/community members, and timely, intriguing social media posts (Facebook and Instagram)
September 2015-Present	Soccer Referee, Uxbridge Soccer Club Uxbridge, Ontario Facilitated safe and respectful play; encouraging sportsmanship among players and spectators Completed Entry Level Referee Course; directed players to abide by FIFA soccer rules and regulations

EDUCATION

2018-2023	Candidate for Bachelor of Applied Science and Engineering, Geological Engineering Co-op, <i>University of Waterloo</i> An interdisciplinary program incorporating the disciplines of geophysics, water resources and geohazards
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LEADERSHIP AND ENRICHMENT

September 2018	Waterloo Warrior Design Team, University of Waterloo Design and fabricate zero net energy house for Habitat for Humanity
August 2015- September 2018	Duke of Edinburgh Award, <i>Silver</i> Award Recipient, <i>Gold</i> Award Candidate Set and achieved goals to encourage personal development, sustained skills participation (over 24 months), and community involvement. Achievement includes 200+ hours community service.
June 2016- June 2018	Leadership Committee Co-Chair, Uxbridge Secondary School Coordinated a committee of 30 students to facilitate Leadership Camp and programming for 150+ high school students. Responsibilities included creating engaging seminars and team-oriented workshops
November 2015- June 2018	Student Delegate: Vimy 100 th Anniversary trip: France and Belgium cemeteries/war memorials/museums Engaged with local veterans and initiated conversations regarding service; highlighted Col. Sam Sharpe through a community Gala, bronze statue unveiling/event, participated in Vimy Oak planting/ceremony Waterloo Unlimited, week-long transdisciplinary enrichment program, advanced problem-solving
March 2017	Heart and Stroke, community canvasser, volunteer 3 years
2016-2018	Oak Ridges Trail Association member, Great Backyard Bird Count participant
2016-2018	Youth Summit for Biodiversity and Environmental Leadership Conference, Ontario Nature
2015, 2016	Interacted with professionals/youth leaders in workshops to better understand ecosystems
July 2016	Bootcamp for Brains, G(IRLS)20 Initiative One of 30 girls elected nation-wide to participate in workshops and seminars: The Art of Leadership, Communications, Finance and Personal Branding, networked with industry mentors

ACCOMPLISHMENTS

June 2018	University of Waterloo President's Scholarship, University of Waterloo Engineering Entrance Scholarship Uxbridge Secondary School: Kinsmen USS 75th Reunion Award (most prestigious graduation bursary, chosen by teachers), K. Freemantle Memorial Award
June 2018	University of Toronto National Book Award - academic achievement and future potential
2010-2018	Founder and player: Uxbridge Secondary School Ultimate Frisbee Team Founder and Facilitator: Nightlights Teen Book Club Piano Student: Royal Conservatory (Gr. 7) and original composer, Lions Music Festival performer

PERSONAL INTERESTS

- Dance (Classical and Urban), soccer, veteran affairs, piano composition, reading, ADOBE, canoeing