

EMILY E MORGAN

7126 Brandy Hill Terr. apt 301 Mechanicsville, VA 23111 |

WORK EXPERIENCE

Data Entry Specialist (temporary) - Performance Food Group Feb. 2022 – August. 2023

- Responsible for sorting through data and matching images to descriptions
- Used Excel to catalog progress and store data .
- Worked in a team and demonstrated clear communication skills

Receipts Specialist (temporary) - International Mission Board Dec. 2021 – Jan. 2022

- Responsible for data entry and receipts for donations received.
- Used Excel to reconcile large databases.
- Demonstrated fast learning by becoming familiar with several different softwares in days.

EDUCATION

Virginia Polytechnic Institute and State University, 3 years completed

- Major in Mechanical Engineering
- Built a device that collects inputs of temperature and pressure of water from a user and outputs the phase using a microprocessor, potentiometers, and LEDs.
- Drew realistic models of objects and machines in SolidWorks and Inventor.
- Worked with a group to create and follow project schedules and presented project updates and reports.
- 2.94 GPA, Spring 2019 Dean's list

John Tyler Community College – Midlothian VA

- Major in General Engineering.
- 3.6 GPA, Dean's list, Honors Student.

SKILLS & ABILITIES

- Statics, Dynamics, Circuits, French, Materials, Physics
- Experience with AutoCAD, Inventor, SolidWorks, C++, JavaScript, HTML, MATLAB, Excel, and Microsoft office
- Excellent problem-solving skills.
- Leader at Chi Alpha Campus Ministries
- Frequently presented scientific research in a clear and concise manner.