

# Victoria Eng

1431 Seneca Dr  
Blacksburg, VA 24060  
(571) - 439 - 9767  
victoriae@vt.edu

## EDUCATION

**Virginia Tech, Blacksburg** – Expected Graduation: May 2023

*English Pre-Education and Professional and Technical Writing Majors  
Language Sciences Minor*

GPA: 3.81

## EXPERIENCE

**Goldschmitt and Associates, Leesburg, VA** — *Intern*

September 2020 – Present

- Sorted and organized files, spreadsheets, and reports.
- Delivered clerical support by handling a range of routine and special requirements.
- Took detailed meeting notes, created zoom meetings, and compiled paperwork to support the department.

**Golden Pond School, Ashburn, VA** — *Assistant Teacher*

May 2018 – Present (Summer months)

- Recorded student progress for teachers and parents and made notes on details such as behavior, grades, comprehension, and personal growth.
- Worked with teachers to design lesson plans and coordinate activities for classes, consistently noting successful ideas and identifying areas for improvement.
- Set up visual aids, equipment, and classroom displays to support teacher's lesson delivery

**Nando's Restaurant, Ashburn, VA** — *Hostess*

January 2017 – November 2017

- Welcomed guests in a warm and friendly manner.
- Managed seating arrangements
- Answered guest inquiries and requests in a timely, friendly, and efficient manner

## SKILLS

Communication

Problem-solving

Teamwork

## AWARDS

Dean's List – Spring 2020 & 2021