

Education	The University of Texas at Austin Bachelor of Science, Mechanical Engineering.	Anticipated August 2006
	Austin Community College Associate of Science, Engineering. Graduated with honors and a gpa of 3.7 on 4.0 scale.	May 2004
Summary of qualifications	Engineering Intern <ul style="list-style-type: none">• 1 year+ at a world-class risk management engineering company• Hands-on engineering experience Office Manager / Administrative Assistant <ul style="list-style-type: none">• 2 years in a support assistant position at an environmental engineering firm• 9 years combined administrative assistant experience	2003-Present 1995-2004
Work Experience	Engineering Intern WKM Consultancy; Austin, Texas <ul style="list-style-type: none">• Contributed to engineering reports: writing, researching, editing• Performed informal regulatory audits of Integrity Management Plans• Provided technical support• Designed website (www.pipelinerisk.com)• Created databases to calculate pipeline risk assessment• Worked part-time while pursuing an engineering degree Advising/Counseling Clerk Austin Community College <ul style="list-style-type: none">• Provided customer service• Analyzed problems and resolved conflicts• Worked part-time while attending classes Support Assistant IV URS Corporation (formerly Radian International, LLC); Austin, Texas <ul style="list-style-type: none">• Worked with civil, electrical, and chemical engineers to compile data and prepare presentations, Environmental Impact Statements, Interim Measures Studies, etc.• Created and revised Microsoft PowerPoint presentations• Worked full-time while attending classes	2003-Present 2003-2004 2000-2002
Special Projects	National Aeronautics and Space Administration (NASA) Community College Aerospace Scholars Program (CAS), nominated Project Engineer (team lead), April 2004.	
Software	MatLab; AutoCad; Front Page; C++; Seagate Crystal Reports; Corel; Quicken; Microsoft Publisher; Adobe Photo Shop; Microsoft Access and PowerPoint; etc.	
Professional Memberships	ASME (American Society of Mechanical Engineers), 2004-present. NACE (The Corrosion Society), 2004-present. SWE (Society of Women Engineers), 2002-2005.	
Honor Societies	Phi Theta Kappa, 2002-present.	
Awards received	Individual Achievement Award, URS Corporation, 2001. Key Contributor Award, Hart Graphics, 1996. Performance Award, Hart Graphics, 1995.	