

SUMMARY OF QUALIFICATIONS

- Project management: 2 years of managing personal and academic projects
- Preparing construction notices and listserv emails and created simplified graphics based on construction documents using Adobe Illustrator and Adobe InDesign
- Prioritizing and completing assignments with attention to detail in fast-paced environments

EDUCATION

University of Washington, Seattle, WA – June 2019
Bachelor of Arts, Community, Environment, and Planning (CEP)
Minor, Urban Ecological Design

SKILLS

- 2 years of experience in project management
- Microsoft Office
- Adobe Illustrator, InDesign, Audition (audio software)
- Facilitation
- Detail-orientated
- Critical thinking and analysis

EXPERIENCE

Survey Outreach Co-Coordinator – *Planning in Context, Livable City Year, Mini City Hall* Autumn 2018

- Drafted and generated survey questions for Mini City Hall volunteers, staff, and South Bellevue residents
- Compiled and analyzed survey results for group presentation to client and general public

Community Outreach Intern - *Seattle Department of Transportation* Summer 2018

- Developed public materials and graphics for various SDOT outreach materials
- Assisted community festivals such as Rainier Beach Arts and Music Festival, and various SDOT project presentations to community members in public settings; support planning of Lake City Way Open House
- Special projects as assigned, e.g. flying/door-to-door, copy-editing written material, coordinate email correspondence, before/after site photos, data entry into databases, and compiled summaries and reports

Project Engineer Intern - *Colas Construction Inc.* Summer 2017

- Prepared and edited various contract documentation for Project Managers
- Managed quality control and photo documentation of window installations on site
- Special projects as assigned, e.g. data management, review and summarize construction plans, self-teach Bluebeam and Procore

Participant - *A.C.E. Mentorship Program* Winter 2014, 2015

- Created mockups with guidance from professionals in architecture and engineering fields, in collaboration with other students
- Designed mock-up for vegetation layout of project site
- Delivered and communicated technical information of final project in a business professional setting

EXTRACURRICULAR ACTIVITIES

- Drum Major, Husky Marching Band, University of Washington
- Practiced and performed 25+ hours a week 2018 - Present
- Kappa Kappa Psi, University of Washington 2017 – Present
- *Let the Record Play* (Podcast), *The Daily*, University of Washington 2018 – Present