

Susan H. Black

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- OBJECTIVE** To obtain an internship in the Architectural Engineering field.
- EDUCATION** North Carolina A&T State University, Greensboro, NC
B.S., Architectural Engineering, May 2013 (GPA: 3.12)
- RELATED COURSES** Plumbing and Fire Protection, Computer-Aided Design (CAD), Fundamentals of Illuminating Engineering, Structural Analysis, Structural Design, HVAC Principles, and Electrical Systems for Buildings
- INTERNSHIPS** Williams & Gaffney, Corpus Christi, TX
Intern, June 2011 – August 2011
- Served as an intern for an international water resource firm.
 - Analyzed AutoCAD drawings, participated in office meetings, and utilized AutoCAD to complete assigned projects.
 - Observed the daily activities of several civil, electrical, and mechanical engineers.
- District of Columbia Parks and Recreation, Washington, DC
Engineering Assistant, June 2010 – August 2010
- Assisted the lead Engineer with the concept and design of five city recreational park projects.
 - Utilized AutoCAD to create sketches, and assisted with the completion of various reports needed to approve each project.
 - Communicated clearly and effectively with co-workers and other team members to ensure all project goals and objectives were met.
- WORK EXPERIENCE** Hemphill Automotive Insurance, Alexandria, VA
Secretary, April 2009 – August 2009
- Managed the organization and filing of insurance claims and policies.
 - Functioned effectively and efficiently with customers to ensure a high level of service at all times.
- COMPUTER SKILLS** Pascal, UNIX, AutoCAD, Adobe Photoshop, Microsoft Office (Word, Excel, PowerPoint, Access)
- PROFESSIONAL MEMBERSHIPS** National Society of Black Engineers (NSBE), American Institute of Architecture Students (AIAS), American Society of Heating, Refrigerating, Air-Conditioning Engineers (ASHRAE)
- REFERENCES** Available upon request