SANDY SHAW

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PROFILE

Results-oriented professional with a broad knowledge of office procedures and business aspects. Resourceful and ethical in completing projects in a timely manner. Team player willing to work outside job specifications; also able to work independently. Adept in solving problems and reducing expenditure. Proficient in management, reporting, and communication. Academic background in structural and civil engineering. **Fluent in Chinese language.**

EDUCATION

XXXX Name of the University XXXX, Los Angeles, CA
B.S., Structural Engineering/Civil Engineering, Expected, May 2009
- Honor: Dean's List: Spring 2004, Fall 2004, Spring 2005, Fall 2005, Spring 2006

Relevant Courses:

- Foundation Design
- Theory of Structure I &II
- Structural Design
- Soil Mechanic
- Fluid Mechanic/Water Resources
- Computer Programming for Civil Engineering

- Design of Steel Structure
- Timber and Masonry Design
- Concrete Design
- Construction Engineering
- Risk and Analysis in Civil Engineering

WORK EXPERIENCE

XXXX Company Name XXXX, Pleasanton, CA
Supervisor, August 2003–July 2004
- Supervised workers, made sure work complied with high standard.
- Ensured customer satisfaction and maintained stock level.
- Monitored team performance and achieved monthly goals.

XXXX Company Name XXXX, Fresno, CA
Sales Representative, August 2004–August 2007
- Dealt with book keeping for the owner, filed paper work, and assisted customers.

PROJECT WORK

Writing 340 Project to re-design a building with a group to improve the efficiency of a non-profit organization (XXXX)
- Reconstruct the interior design to meet the maximum traffic flow and maximum space.
- Work on helping with promotional activities.

COMPUTER SKILLS

Operating Systems:
- Win 95/98, Mac OS

Languages:
- C, Fortran, Auto-CAD, Mat-lab

Software:
- MS Word, MS Excel, MS PowerPoint, MS Access