

EDUCATION: WRIGHT STATE UNIVERSITY, College of Engineering and Computer Science, Dayton, OH
Bachelor of Science in Mechanical Engineering, Graduation: May 2019
Major: Mechanical Engineering, Engineering GPA: 3.6

WRIGHT STATE UNIVERSITY, Raj Sooin School of Business, Dayton, OH
Bachelor of Science in Accounting and Finance, Graduation: August 2010
Major: Accounting and Finance, GPA: 3.0

EXPERIENCE: QUEST Engineering; Dayton, OH July 2014 - Present
Senior Project Manager, Engineering

- Managed ordering and tracking of inventory.
- Performed pricing analysis and provided customer quotes based on the analysis.
- Managed resources amongst different projects.
- Performed engineering analysis of system designs to assist component selection.
- Managed contractors responsible for performing tasks for the company.
- Researched and selected new components to improve current system design and performance.
- Completed assembly drawing sets to be used for system construction.
- Developed new system designs.
- Led training sessions at customers' facilities.

TIAA-CREF; Charlotte, NC December 2010 - July 2014

Tax Operations Specialist, Tax Operations

- Filed remittance payments (\$2 billion per year) and returns for withholding taxes on behalf of 3.4 million participants and 7,300 employees.
- Developed new reconciliation system to balance general ledger system with tax reporting system.
- Booked reconciliation entries to the general ledger for the balancing of accounts.
- Embraced LEAN initiative and led associated huddles, problem solving and metrics tracking.
- Developed and trained others on new, more efficient daily processes.
- Wrote and maintained standard operating procedures.

QUEST Engineering; Dayton, OH January 2000 - September 2010

Shop Employee, Shop Crew

- Experienced in machine assembly, forklift use and welding.
- In charge of building and wiring electronic control panels.
- Entrusted with delivery and pick-up of parts.

Drawing Associate, Drafting Crew

- Trained in and used AutoCAD to complete drawing sets.

On-Site Employee, On-Site Installation Crew

- Traveled to worksites and assisted installation of completed systems around the United States.

TECHNICAL SKILLS:

- Proficient in Microsoft Office: Word, Excel, and PowerPoint
- Experienced in machining, welding, brazing, soldering, and other various shop skills
- QuickBooks Premier
- SolidWorks
- AutoCAD
- MATLAB
- Computer Networking