**Shelby Williams**

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**OBJECTIVE**

Energetic student seeking a challenging internship position within the Engineering industry.

**EDUCATION**

Bachelor of Science - Electrical Engineering student 3.5/4.0 (Anticipated 2020)

Prairie View A&M University, Prairie View, Texas

*Relevant Coursework: Network Theory, Thermodynamics*

*Computer Skills: Matlab, Multisim, C++*

**SKILLS & HIGHLIGHTS**

* Cooperative Team Member • Energetic and organized
* Detail- Oriented • Performance tracking and evaluation
* Superb Time Management Skills • Team building
* Quick Learner • Adaptable
* Works well under pressure • Disciplined
* Customer Service • Verbal & Written communication

**PROFESSIONAL EXPERIENCE**

**Prairie View A&M University September 2016 – Present**

**Student Office Assistant**

*Significant accomplishments included:*

* Created telephone etiquette script for entire department.
* Created inventory controls for managing office supplies assessments.
* Developed and managed departmental calendar to reflect a variety of weekly event to involve community members.

**Lonestar Jellystone Park June 2013 – July 2016**

**Lead Life Guard**

*Significant accomplishments included:*

* Managed a safe and secure 800sq. ft. pool by enforcing rules, policies, and procedures.
* Provided excellent customer service to 200+ pool patrons daily by exemplifying a positive attitude and meeting their needs.
* Participated in training and helped others obtain Water Safety Certifications.
* Directed supervision and safety of all individuals using the swimming pool and for the safe and smooth operation of all activities on the grounds of the pool.

**LEADERSHIP EXPERIENCE**

*Student- Athlete Advisory Committee*

* Served as liaison between administration and team members to communicate issues relevant to the quality of experience of student-athletes.
* Co-organized inaugural off season team building marathon for Lady Panthers Softball.

*New Recruit Peer Advising*

* Selected to serves as mentor for 10 freshman engineering students.
* Advised incoming student athlete major selection, class schedule, and transition to college life.