

Silvia T. Sutkowski

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Objective

To obtain a summer internship with a reputable company and gain valuable experience while offering my skills to aid in project completion.

Work Experience

2005-Current Hot Bagels and Deli, Inc. East Stroudsburg, PA

Assistant Manager

- Train new employees and assign current employees tasks to be completed
- Assure smooth operations in food preparation for consumers

Winter 2007-08 Dallas Mountaineers Aquatic Club Dallas, PA

Assistant Coach

- Taught children ages 6-12
- Constructed workouts to increase endurance and versatility in the 4 strokes
- Promoted teamwork and supporting of team members in meets

Summer 2008 Urban Engineers, Inc. Cherry Hill, NJ

Traffic Engineer and Surveying Intern

- Created crash diagrams from accident reports
- Operated a total station to collect data for a bridge design
- Generated topographic images from data collected in the field
- Aided in preparing for meetings with current and potential clients

Education

2001-2005 East Stroudsburg High School-South East Stroudsburg, PA

- High Honor Roll all four years
- Swim team Captain
- National Honors Society

2005-2007 East Stroudsburg University East Stroudsburg, PA

- Transferred out with a 3.95 GPA
- Dean's List all four semesters

2007-Current The Pennsylvania State University- Wilkes-Barre Lehman, PA

- Pursuing Concurrent Bachelor's Degrees in Surveying and Civil Engineering
- Overall GPA: 3.85- Dean's List

Skills

- AutoCAD 2008, EaglePoint 2008
- Microsoft Word, Excel, Access, and Powerpoint
- Total station and data collector

Activities & Awards

- Recipient of the East Stroudsburg Savings Assoc Foundation Scholarship
- Recipient of an ESU Women's Swimming Scholarship
- Treasurer of Lambda Sigma (Surveying Honors Society)
- Omicron Delta Kappa Honor Society Invitation
- Member of Surveying Club at PSU-WB
- Recipient of American Society of Highway Engineers Scholarship

References available upon request.