

# Jennifer L. Surface

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## Objective

First year ISE Honors student seeking summer internship to advance and solidify engineering skills obtained through coursework and broaden understanding of the field

## Education

### ***The Ohio State University*** (Columbus, Ohio)

- 3.3 G.P.A.
- Prospective Major: Industrial and Systems Engineering; Minor: Spanish
- Enrolled in FEH (Fundamentals of Engineering Honors) Program; First-year student
- Expected Graduation Date: May 2017

### ***Fenton High School*** (Fenton, Michigan)

- 3.996 G.P.A., Salutatorian Class of 2013
- Received IB Certificate: IB Literature HL, IB Chemistry SL, IB Biology HL, IB Spanish SL
- Received AP Credit: AP US History, AP Government & Politics

## Leadership Activities

### ***Leadership Collaborative 2013***

Conference for high potential first year students chosen from a competitive pool to instill participants with the skills and values needed to make a difference on campus and in the professional world

### ***r-Lead 2013***

Program designed to teach the skills necessary to be a leader in your residence hall and on campus

### ***Ohio State Welcome Leader 2013***

Program to build networks within your residence hall while volunteering on move-in day

### ***First Year Collegian*** (Siebert Hall)

Learning community that promotes community involvement, teamwork, leadership, and global awareness

## Work Experience

### ***Taco Bell, Food/ Service Clerk***

(June 2011- August 2013)

- Provided customer service in a friendly and inviting manner as well as efficient and accurate food service in a way that promoted an excellent overall dining experience for the customer
- Employee of the Month, October 2011; Managerial recognition for attendance, customer service, and dependability

### ***Office Assistant, Siebert Hall***

(September 2013 – Present)

- Manage day to day tasks at front desk of residence hall, providing information and assistance to residents while displaying friendliness and positivity to enhance the residence hall experience
- White Board/Bulletin Board Committee Member

## Skills

- Computer skills including Excel, PowerPoint, Word, MATLAB, C, C++ Programming, AutoCAD, SolidWorks
- Proficient in Spanish (Studied for 6 years, pursuing a minor)
- Strong math and science background (FEH – Honors Engineering, Honors Physics)
- Strong oral and written communication skills (Lab reports, essays, presentations, speeches)

## Memberships, Service and Civic Engagement

- Society of Women Engineers; Member, 2013-Present
- Institute of Industrial Engineers; Member, 2013-Present
- First-Year Collegian; Member, 2013-Present
- National Honors Society, Student Council, KEY Club; Class Rep, Executive Board, 2009-2013
- Squad Member and Section Leader, Fenton High School Marching Band, 2009-2013
- Varsity Soccer, Varsity Cross Country, Varsity Volleyball; Player, Captain, 2009-2013

References provided upon request