

OLIVIA MACHADO

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Insightful Architectural Engineering Technology student with a strong work ethic. Knowledgeable in various software programs. Organized, passionate and ambitious.

WORK HISTORY

01/2018 – PRESENT

CIRCULATION ASSISTANT, VERMONT TECHNICAL COLLEGE: HARTNESS LIBRARY

- Shelve, cover, label, and retrieve books.
- Staff circulation desk and interact with students, staff, and faculty.
- Assist with stacks maintenance and special projects.
- Technical Services

09/2014 – PRESENT

CASHIER, MARKET BASKET

- Trained new cashiers on procedures, customer service and sales techniques.
- Responded to customer concerns with friendly and knowledgeable service.
- Fostered a positive work environment by consistently treating all employees and customers with respect.
- Actively pursued personal learning and development opportunities.

01/2019 – 05/2019

RESIDENT ASSISTANT, VERMONT TECHNICAL COLLEGE: STUDENT AFFAIRS

- Collaborate with peers in a staff setting
- Time and organizational management and event planning
- Communication skills in mediation, conflict resolution, and group interactions
- Crisis intervention and leadership development

05/2017 – 07/2018

PERSONAL ASSISTANT, BEMISH GREEN PIANO STUDIO

- Maintained appropriate filing of personal and professional documentation.
- Managed and reviewed filing and office systems.
- Sourced and ordered office equipment and supplies.
- Oversaw the daily activities of clients' household while they were traveling.

EDUCATION

MAY 2020

BACHELOR OF SCIENCE, VERMONT TECHNICAL COLLEGE

- Member of the ASHRAE Vermont Chapter
- Co-Captain of Women's Cross-Country Team
- Co-Captain of Women's Track Team
- Dean's List: Fall 2018, Spring 2019

PROJECTS

- Team Project: Steel Structure Design using hand-calculations and AISC Beam Calculator
- Electrical Design Project through calculation; layout on AutoCAD
- Doctor's Office Complex HVAC System Design and Layout using AutoCAD and HAP

MAY 2018

ASSOCIATE OF SCIENCE, NHTI: CONCORD'S COMMUNITY COLLEGE

- Member of the Architectural Engineering Technology Club
- Secretary for the Christian Student Organization
- Dean's List: Fall 2016, Spring 2017, Fall 2017, Spring 2018

PROJECTS

- Residential Design using AutoCAD
- Church/Community Center Design for Concord, NH, using Revit
- Dormitory Design for NHTI, Concord's Community College, using Revit
- Public Library Expansion/Relocation Design for Concord, NH, using Revit

SKILLS

- Highly organized
- Schedule management
- Meticulous attention to detail
- Flexible
- Adaptability
- Professional and mature
- Revit – 2.5-years' experience
- AutoCAD – 2-years' experience
- Microsoft Office Suite: Word, Excel, Powerpoint