

# Colleen Nicole Block

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## OBJECTIVE

To obtain challenging work experience with the opportunity for personal improvement and skill development in the field of environmental engineering.

## EDUCATION

University of Miami, Coral Gables, FL  
Bachelor of Science in Environmental Engineering, May 2006  
Major in Environmental Engineering, GPA 3.600

## EXPERIENCE

University of Miami Information Technology Department, Coral Gables, FL: **User Assistant** (September 2004-Present)

- Responsible for answering phones and responding to users' questions in the computer labs
- Maintaining a quiet and orderly environment by enforcing computer lab policies
- Attending weekly training meetings that cover training of new materials and information pertaining to the lab

North Carolina Department of Transportation, Raleigh, NC: **Civil Engineering Intern** (Summers, June 2003-August 2004)

- Responsible for filing documents and correspondence, faxing, typing, and copying
- Compiled and generated excel spreadsheets to manage and present field data
- Took minutes at construction meetings
- Participated in surveying division projects using traditional surveying equipment as well as GPS equipment
- Learned to read and interpret roadway construction plans and Microstation drawings

University of Miami Civil, Architectural, and Environmental Engineering Department: **Undergraduate Research Assistant** (January 2005-Present)

- Participate in lab work related to arsenic contamination from CCA-treated wood
- Organize and catalogue literature pertinent to the arsenic contamination study

## HONORS/ACTIVITIES

Florida Water Environmental Association  
Bowman Foster Ashe Scholarship  
IBM Thomas J. Watson Scholarship  
North Carolina Envirothon (1999-2002)

College of Engineering Dean's List  
National French Honor Society (Pi Delta Phi)  
Chi Epsilon Civil Engineering Honor Society

## SKILLS

Microsoft Word  
Photoshop  
Introductory ArcView GIS and Autocad

Microsoft Excel  
Proficient in French  
TDS Easy Survey