

**Donna Vuong**  
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**SUMMARY OF  
QUALIFICATIONS**

Organized; Punctual; Willing to learn; Dependable; Dedicated; Bilingual (Cantonese, Mandarin); Leadership skills; Motivated; Creative; Presentation skills

**EDUCATION**

**Polytechnic Institute of New York University**, Brooklyn, New York  
*B.S., Civil Engineering 2010*

**Relevant Coursework:**

- Contracts and Specifications
- Construction Management
- Sustainable Cities
- Mechanics of Materials
- Fluid Mechanics
- Traffic Engineering
- History of NYC Transportation Development and the Development of NYC
- Statics and Dynamics
- BioSoMa
- Surveying
- AutoCAD

**PROJECTS**

- Construction Manager, Construction Management Project* (Spring 2009)
- Used Project Planner and Navisworks to construct 3D image of building
- Traffic Engineer, Traffic Engineering II Project: Flatbush Avenue* (Spring 2009)
- Proposal to improve Flatbush Avenue from Tillary Street to Dean Street
  - Inserted given data (signal timing, traffic, etc) into HCIS+
- Manager, Introduction to Engineering: Semester Long Project* (Fall 2006)
- Proposal to build a Supermarket in Metrotech area
  - A on project; Managed team; Scheduled plans; Completed paper work; Organized
- Project Designer, Urban Planning* (Spring 2006)
- Redesign an area proposed that meets other parties' requirements
  - Design won first in class; Listening skills; Creativity

**WORK HISTORY**

- Brooklyn Museum of Art**, Brooklyn, New York  
*Student Guide (Intern)*, Sept. 2002 to May 2003
- Studied art pieces at museum; practiced presentation skills to visitors
  - Presentation skills; Creativity; Organized; Dedicated
- Brooklyn Chinese American Association**, Brooklyn, New York  
*After School Program Volunteer teacher*, Sept. 2002 to May 2003
- Helped second graders with homework and improvement of Social skills and English
  - Teaching skills; Multilingual class (English, Cantonese, Mandarin)

**ACTIVITIES**

- Secretary, Omega Phi Alpha* (Spring 2009 to Present)
- Member, Institute of Transportation Engineers (ITE)* (Fall 2008 to Present)
- Member, American Society of Civil Engineers* (Fall 2006 to Present)
- Manager, H.S. of Telecommunication of Arts and Technology Volleyball* (2004 to 2007)
- Recorded games; Assist with coaching; Dedicated; Organized
- Coach, TJBA Volleyball, Basketball and Track* (Sept. 2002 to May 2006)
- Coached kids grade 1 to 8 in respective sports; Punctual; Leadership skills

**SKILLS**

- Fluent in speaking Cantonese and Mandarin
- Computer: MS Word, MS Excel, MS PowerPoint, MS Project Planner, HCIS+