

Danielle Louise Yamson

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OBJECTIVE

Civil engineering student graduating in May. Hoping to pursue a career in water resources/utilities or other field related to that in Civil Engineering. Exceptional leader talented at communicating, file management and, working with others. Upbeat and positive personality with outstanding relationship building, work efficiency, and desire to learn and get the job done.

EXPERIENCE

Cline Library- Document Delivery Services Flagstaff, AZ

May 2016- Present

Processor

- Organizes and receives mail from lending libraries and other patrons.
- Checks in material - makes sure the correct book was received, due dates are correct, etc.
- Contacts customers when their requested material has been processed.
- Collects and sends requested materials to be lent by the Cline Library to other libraries or patrons.
- Work must be thoroughly detailed and kept confidential.

NAU Inclusion and Multicultural Services Flagstaff, AZ

January 2016- Present

Front Desk Associate

- Answered an average of 30-40 calls per day by addressing customer inquiries, solving problems and providing new product information.
- Schedules appointments and makes call regarding student-advisers meetings
- Assist students who have questions about the programs offered by the IMS

American Samoa Power Authority Pago Pago, American Samoa

June 2015 – August 2015

Human Resources Office Assistant/Clerk

- Analyzed departmental documents for appropriate distribution and filing.
- Greeted customers entering the office to ascertain what each customer wanted or needed.
- Politely assisted customers in person and via telephone; directed calls to appropriate individuals and departments.
- Entered numerical data into databases in a timely and accurate manner.
- Obtained scanned records and uploaded them into the database.
- Organized forms, made photocopies, filed records and prepared correspondence and reports and added new material to file records and created new records.
- Reviewed and updated client correspondence files and scheduling database.
- Recorded and filed employee benefit, salary and annual evaluation information.
- Assisted with receptionist duties, file organization and research and development.

EDUCATION

Northern Arizona University Flagstaff, Arizona

Current-May 2019

- Civil Engineering Major

SKILLS

- Exceptional communication skills
- Team leadership
- Self-motivated
- Strong client relations
- MS Windows proficient
- Data management
- Strong verbal communication
- ArcGIS
- HEC-Ras
- AutoCAD
- CulvertMaster
- FlowMaster
- Quick learner
- Effective time management

AFFILIATIONS

ASCE NAU Chapter Member

Member of the National Society of Collegiate Scholars

Co-founder and current president of the Filipino American Student Association at NAU.

Member of the National Honor Society and Graduated Co-Salutatorian at Faasao Marist High School.