

Mechanical Engineering Student

Courtney West

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Flagstaff, AZ

Summary of Qualifications

- 4 years supporting a department of 30 engineers
- Ability to master new software applications and procedures quickly
- Started my own company, Ney's Pet Sitting
- Background in Chemistry and Cell & Molecular Biology
- Ability to set and achieve goals
- 8+ years of relationship-building and self-management skills gained from pet sitting

Skills

- Problem solving
- Sensitive to urgency and deadlines
- Creative solutions
- Accepts criticism
- Self-motivated
- Strong written and verbal communication
- Active learner
- Service-oriented

Software

- SolidWorks
- AutoCAD
- MatLAB
- Microsoft Office
- Teamcenter integrated with Oracle

Work History

Ney's Pet Sitting (07/2011 thru present)

Self-Employed, Norco, CA

- Marketed, networked, and built relationships with customers.
- Scheduled, coordinated, and managed appointments with a client base of 20 families, 31 dogs, 13 horses.
- Developed customer-specific goals and provided a performance report after every visit.

Sales Associate (11/2016 thru 02/2019)

Kohls, Norco, CA

- Selected, recommended, and found merchandise for customers.
- Collaborated with many different personality types.

Concession Supervisor and Maintenance (11/2015 thru 10/2016)

Silverlake's Sports and Equestrian Park, Norco, CA

- Collaborated with concession operations to coordinate breaks and inventory of supplies.
- Maintained Park by welding, pouring concrete, installing fencing, running power for events and filling sandbags.

Engineering Support (11/2012 thru 12/2015); Data Entry (08/2012 thru 11/2012)

National Oilwell Varco, Orange, CA

- Worked in Teamcenter design management application aiding department in part/document/BOM entry, workflow initiation, and troubleshooting.
- Trained engineers to use Teamcenter.
- Performed drawing revisions in AutoCAD.
- Worked with manufacturing, purchasing, and IT.
- Adapted to and learned new applications quickly while prioritizing tasks to meet urgent deadlines.

Composites Technician, Sewing, Assembly, Assistant to Quality Manager (04/1/2021 thru present)

Novakinetics, Flagstaff, AZ

- Cleaned composite molds and laid up airplane composite parts.
- Complied with AS1900 protocols, created monthly and quarterly reports.

Education

Bachelor of Science: Mechanical Engineering (Graduating Fall 2022)

Northern Arizona University - Flagstaff, AZ

- Assigned ePTFE for a design project, I took advantage of its low coefficient of friction and enhanced tensile strength by using it as both a structural and bearing component in a gripper
- Used SolidWorks, statics and dynamics to design a small self-propelled vehicle
- Hands-on experience with 3D printing custom designs

Associate of Science: Math & Science and Physics

Norco Community College - Norco, CA

- Dean's List Fall 2017
- STEM Club member