

Norma Munoz

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My educational background, coupled with hands-on experience, has cultivated a profound appreciation for the field of Engineering and the desire to continue to gain knowledge. I embody the professionalism, intelligence, robust work ethics, and other indispensable qualifications essential for optimizing operational efficiency. I lead by example and flourish in a positive environment.

Education

Bachelor's of Science in Mechanical Engineering • Biological Sciences Minor in Biology

Northern Arizona University • Flagstaff, AZ

08/2019-Present

- *Expected Graduation Year 2025*

Skills

- | | | |
|---------------------------------|---|---------------------------------|
| • Program Proficiencies | • NAU Fabrication Shop Certified | • Medical Terminology |
| o SolidWorks, Blender | • Complex Problem Solving | • Microsoft Office Suite |
| o GrabCad, Eiger | • Communication & Collaboration | • Customer Service |
| o Lightburn | • Project/ Resource Management | • Filing / Faxing |
| • Coding and Programming | • Leadership | • Phone Etiquette |
| o MATLAB, C++ | • Time Management | • Front Desk Procedures |

Experience

NAU • Mechanical Engineering Department • Biological Sciences Department •

Computer-Aided Design • Introduction to Biology • Teaching Assistant/ Grader • Flagstaff, AZ **01/2023-Present**

Responsible for managing/aiding students in gaining a better understanding of class material and their learning experiences, evaluating student assignments with academic integrity, responding to student virtual inquiries, offering guidance by professionally engaging with students, and helping instructors lead class sessions, organizing opportunities for students to engage in opportunities respective to the Department. Assist the instructor in overseeing and coordinating the organizational facets of class operation.

Manufacturing Facility Manager • Flagstaff, AZ

10/2022-Present

State of the Art Machine Maintenance/ repair technician and operator, creating essential operation documents- including safety guides, maintenance schedule, order charging guides, managing lab resources- inventory, quality control, file preparations, documentation and record keeping, advising students on redesigns to fit machine/cost constraints, Operating Laser Cutter using the program software: Lightburn. Operating and troubleshooting 3D Printers; the Fortus 250,450, Markforged Mark Two, and Stratasys J35, Bambu, and Creality. Fabricating the G-coding program for CNC Machine, managing students and non-employees in the facility, received an hourly raise in January 2023.

Leadership and Involvement

NAU • Mechanical Engineering Department • Flagstaff, AZ

08/2024-Present

Tensegrity Medical Light Therapy Senior Capstone - Team Lead

Leading the Mechanical Engineering Team in manufacturing an innovative medical device for completion by May 2025, overseeing design, analysis, prototyping, and production to ensure performance, reliability, and regulatory compliance. Specializing in CAD modeling, material selection, and structural analysis, while driving cross-functional collaboration, innovation, and efficiency.

NAU • Society of Women Engineers (SWE) • Flagstaff, AZ

01/2024-Present

Active participant in University club

Help foster an inclusive community through effective communication, Participating in networking and professional development sessions and engaging in discussions promoting diversity in engineering in a professional manner.