

# Trey Cooper

US Citizen, Private Pilot License 2021

treycoop5@gmail.com | (206) 953-8017 | www.linkedin.com/in/coopertrey

## SUMMARY OF QUALIFICATIONS

- 1.5 years of experience in software and automatic control system development using Python
- Coursework: Received an A in “Programming for Engineering and Science Lab” and gained 4 months of programming experience in MATLAB
- NAU Rocket Club: Constructed model rocket kits and learned fundamental aerospace principles
- Portfolio: [Portfolio Hyperlink](#)

## EDUCATION

**Northern Arizona University** | Flagstaff, AZ

Anticipated Graduation May 2026

Bachelor of Science in Mechanical Engineering

## WORK EXPERIENCE

**Office Specialist** | Flagstaff, AZ

February 2023 – Present

Student Service Center | Northern Arizona University

- **ALICE:** Developed a software in Google Colab to reduce the amount of time it took to create the daily schedule from 2 hours to 5 minutes. ( May 2023– Present)
- **Microsoft Power Automate:** Developed a flow to automate office data entry processes and reduce inaccurate data entries. (July 2023– Present)
- **Excel:** Utilized drop down menus and data validation rules to eliminate employee errors from call campaign spreadsheets.

**Office Manager** | Flagstaff, AZ

September 2021 – February 2023

Student Service Center | Northern Arizona University

- Trained and developed over 35 new employees on Microsoft Office use, customer service skills such as communication, analytical skill development, and efficient management of time for improved outcomes on call campaigns.

**Student Service Agent** | Flagstaff, AZ

February 2020 – September 2021

Student Service Center | Northern Arizona University

- Diagnosed and generated solutions to concerns with customer accounts across financial aid and admissions using CRM systems such as PeopleSoft and Salesforce.

**Student Design Engineer** | Flagstaff, AZ

May 2024 – Present

BSME Candidate Design Project | Northern Arizona University

- Society of Automotive Engineering (SAE) Aerospace Member: Collaborated with a capstone team to assist with the design of a cargo carrying competition aircraft.

## COLLABORATIONS

**Member, National Society of Black Engineers and Scientist (NSBE)** | Flagstaff, AZ

September 2021–

Present

**Society of Automotive Engineering (SAE) AERO**

January 2024– Present