

ANDREW C PARKES

Home Address:

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OBJECTIVE

Internship or entry level job in the transportation field, with particular emphasis on traffic engineering.

EDUCATION

Polytechnic Institute of NYU, Brooklyn, New York, 2008-Present
Pursuing Bachelor of Science in Civil Engineering,
May 2010 expected graduation date
Cumulative Index: 3.85 / 4.0

EDUCATION

St. John's University, Jamaica, New York, 2000-2004
Bachelor of Science in Physics (B.S. Physics), May 2004
Minor: Mathematics
Cumulative Index: 3.88 / 4.0

EMPLOYMENT

July 2006-PRESENT

Fifth Avenue Committee

Brooklyn, NY

Asset & Property Management Associate

- Conduct annual Income Certifications of tenants, to ensure governmental compliance
- Assure governmental compliance issues are completed prior to deadlines
- Develop and maintain an intricate filing system to easily store and retrieve documents for over 15 corporations.
- Develop and maintain spreadsheets to track progress of many Asset & Property Management related duties, including tenant leasing.

Oct 2002-April 2005

Golden Krust Bakery and Grill

Jamaica, NY

Employee

- Developed and exercised public relations vocational skills
- Developed soft managerial skills
- Reliable cashier/money handling duties
- Employee of the Month, May 2004

VOLUNTEER/INTERNSHIPS

May 2005-April 2006

AmeriCorps Volunteer in Service to America at the Fifth Avenue Committee

- Ensured proper tracking and completion of income certifications.
- Assisted Director of Asset and Property Management with all asset and property compliance issues.
- Assisting Property Manager with Annual Rent Registration forms and other mandatory compliance.
- Created and maintained an efficient filing system for easy file access.
- Develop and maintain spreadsheets to track progress of all aforementioned duties.

June 2003-August 2003

Undergraduate Research (REU Program) at the Ohio State University

- Worked in an Atomic Molecular Optics (AMO) laboratory.
- Researched non-linear optical effects in supercontinuum generation.

HONORS & ACTIVITIES

Jan 2001-May 2004
Apr 2001-Present
Aug 2002-May 2004
Apr 2003
Apr 2004
Jun 2004
Sep 2008
Oct 2008
Feb 2008

Roger Bacon Scientific Honor Society at St. John's University, Member
Phi Eta Sigma Freshman Honor Society, Member
St. John's College of Liberal Arts and Sciences Dean's List
St. John's College of Liberal Arts and Sciences Gold Key winner for Physics
St. John's College of Liberal Arts and Sciences Silver Key winner for Physics
The National Dean's List inductee
Nation Society of Black Engineers, Polytechnic University chapter
Institute of Transportation Engineers, member
Fall 2008 Polytechnic University Dean's List

SKILLS

Technical: MS Word, MS PowerPoint, MS Access, AutoCad
Languages: Fluent in English; Somewhat conversational in Spanish