

Manuel De Leon

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Current Objective

Gain experience in the working field to continue with my education at a Graduate School.

Education*California State Polytechnic University, Pomona*

May 2019

Bachelors of Science: Civil Engineering

Related Coursework

Diff. Eq. & Linear Algebra, Geotechnical Engineering, Surveying, Microstation & Civil 3D, Water Treatment, Engineering Geology, Photogrammetry & Remote Sensing, Programming & Num. Methods, Structural Analysis, CE Materials

Undergraduate Research Experience

Application of UAV Technology in Engineering Practices

Jan 2018 – June 2018

- Devised a published, research paper (School Sponsored)
- Main Argument: Cost and Work Efficiency
- Algorithm used to show margin(s) of error from UAV vs. human error

Work Experience

Conference & Events Services Assistant

Current

- Prepared and managed rental rooms in advance for student use and representation
- Ensured rental rooms are set up for the clients via building supervision and team dependence
- Direct verbal and interactive communication with customers to ensure business efficiency
- Assisted in technical, audio, and visual preparation and operations.
- Evaluated rental report assessments to maintain BSC operation control

Resident Advisor for Cal Poly Pomona

August 2016 – June 2017

- Provided mentorship, guidance, and advising to undergraduate students in a residential community
- Developed social and educational programs on sustainability and social justice for a welcoming community
- Managed duty and incident reports, work orders (maintenance), room inspections, and room changes
- Enforced University and Housing policy and procedures and performed mandated reporting
- Responded to unexpected duty related calls such as urgent resident needs and safety concerns

Other Skills

- Bilingual and fluent in English and Spanish – Knowledgeable in the Hispanic culture and community
- Proficient in Microsoft Office (Word, PowerPoint, and Excel), Microstation Inroads, Civil 3D, VISSIM v7
- Team leadership, management, and communication with peers
- Presentation skills – comfortable with various kinds of audiences

Available References

Dr. Omar Mora – Assistant Professor and Research Mentor, (909) 869-2656, omora@cpp.edu

Anthony Bernardo – Residence Life Coordinator, (661) 305-6216; former supervisor

David Quezada – Associate Director of BSC Operations, (909) 869-4994, dquezada@cpp.edu; current supervisor