

ANDREW GRAHAM

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EDUCATION

State University of New York College of Environmental Science and Forestry, *Syracuse, New York*
Expected May 2021: B.S. in Environmental Resources Engineering

EXPERIENCE

January 2017-
January 2020

Personal Assistant to the Principal Architect, *Synthesis Architects LLP*

Experience in project planning, cost estimates, general correspondence, bid negotiation, project proposals, and general office administration.

April 2019-
August 2019

President, ESF Undergraduate Student Association

Experience meeting with other students and college administrators, verbal and written communication, public presentations, and management.

KEY SKILLS

- Interpersonal Communication
- Public Presentations
- Leadership Experience
- Highly Fluent in Excel
- Highly Fluent in Bluebeam
- Proficient in AutoCAD

ACHIEVEMENTS AND CERTIFICATIONS

- Eagle Scout, May 2015
- OSHA Hazardous Waste Operations /Emergency Response, January 2020

EXTRACURRICULARS

- Engineers Without Borders, SUNY-ESF Chapter
- Engineers Without Borders-USA National Conference 2019
- Engineering for a Sustainable Society
- Environmental Resources Engineering Club
- ESF Undergraduate Student Association
- SUNY Student Assembly