

Deborah Duan, EIT

Permanent Address:

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Objective:

An internship in civil/structural design

Education:

Bachelor of Science-Civil and Environmental Engineering June 2011
University of California, Los Angeles (Overall GPA: 3.70) (Degree GPA: 3.82)

Relevant Coursework:

Steel Design, Intermediate Structural Analysis and Mechanics, Mechanics of Deformable Solids, Soil Mechanics, Concrete Structures Design, Foundations and Earth Structures Design, Statics and Dynamics, Structural Design and Testing Laboratory, Management and Economics, Fluid Mechanics

Work Experience:

Program Management Intern (Metropolitan Water District – MWD) July 2010 - March 2011

- Performed multiple tasks assisting the Treatment Plant Project Management Team including updating PowerPoint presentations, Excel spreadsheets, project management plans, etc.
- Assembled a capital works projects spreadsheet ('05-'10) summarizing expenses and milestones
- Conducted a payback analysis study on a \$20 million capital investment project

Project Management Intern (Waverley Council-Australia) July - September 2009

- Summarized design plans and outlined all tasks on Excel spreadsheet
- Estimated quotes for new projects and compared them to other contractors' quotes
- Created a timeline of a road works project on Microsoft Project

Leadership Experience:

President (Institute of Transportation Engineers – ITE) 2010-2011

- Expanded club membership and officer board size for increased club presence
- Organized regular infossessions for students to interact with company representatives
- Managed the officer board and delegated and defined responsibilities for each position
- Planned transportation planning trips to LAX, the Rose Bowl, LADOT, Caltrans, etc.

Career Fair Coordinator (Society of Women Engineers - SWE) 2010-2011

- Organized and hosted the largest student-run event in the engineering department with over 250 students and 80 company representatives
- Collaborated with companies and event coordinators to prepare the venue, raffle, seating, and food arrangements for the dinner and subsequent career fair
- Managed a large budget consisting of funds from companies, students, and expenditures

EERI Vice President (American Society of Civil Engineers – ASCE) 2010-2011

- Promoted collaboration with faculty and PhD students to assist the seismic design team
- Designed, analyzed, and fabricated a 6' office building model to withstand earthquake motions
- Invited prominent members in the earthquake engineering field to speak at UCLA

Skills:

- Language: US Citizen, speaking and writing ability in Chinese
- Technical: 96 words/min, proficient with MS Word, Excel, Project, PowerPoint, Matlab, C++, AutoCAD Civil, Google Sketchup, SAP2000

Honors and Activities:

- Tau Beta Pi (Engineering honor society)
- Chi Epsilon (Civil honor society)
- NSCS (National Society of Collegiate Scholars)
- Dean's Honor List (2007, 2009, 2010)
- Phi Beta Sigma National Honor Society (Dean's Honor Society)
- ASCE Metropolitan Los Angeles Branch Scholarship 2009
- Lockheed Martin Scholarship 2008