

(615) 681-0720
edixon7@vols.utk.edu

EMMA DIXON

136 La View Rd.
Hendersonville, TN 37075

Education **The University of Tennessee, Knoxville** Anticipated Graduation: **Dec. 2017**
Bachelor of Science in Civil Engineering
Watershed Minor
Accumulative GPA **3.31/4.00**

Engineering Experience **Hazen Lab** Knoxville, TN
Undergraduate Research Assistant May 2017 - Present

- Assisting researchers with day-to-day tasks, like proper glassware cleaning and learning the method of DNA extractions

EMJ Construction Chattanooga, TN/Gainesville, FL
Co-Op August – December 2015, May – July 2016
Project Management/Superintendent

- Assisted Project Managers in essential tasks to ensure successful, completed projects
- Took part in the bid process with professional Estimators
- Worked with Superintendents daily to help manage overall jobsite efficiency and success

Other Experience **Natural Alternatives Aveda** Knoxville, TN
Receptionist/Guest Services January 2017 - Present

- Maintaining up-to-date and correct schedules to ensure an efficient work place
- Communicating with stylists and customers daily to guarantee customer satisfaction
- Sustaining a clean and organized work environment for all customers

The University of Tennessee, Knoxville Knoxville, TN
Resident Assistant August 2014 – May 2015
Engineering Living and Learning Community

- Lead and maintained a floor of over sixty freshman engineering students
- Organized student programs to help shape positive futures for residents
- Assisted residents in a variety of situations whether academic or personal

Leadership **UT Engineering Professional Practice Ambassador**
Ambassador of the Engineering Professional Practice office at UT to provide guidance and information to underclassmen students interested in co-op or internship opportunities.

Honors & Awards **Jack and Judy Humphreys Scholarship**
Recipient of a College of Engineering Scholarship for engineering students with academic achievement

Skills Proficient in using the following programs:

- OSHA 10 Certified
- AutoCAD
- ArcGIS
- MATLAB
- iSqFt
- On-Screen Takeoff
- Bluebeam
- Microsoft Office