STEVEN WISER

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EDUCATION

Bachelor of Science   Graduating: May 2012
University of Learning, Learning, Michigan

- Major in Mechanical Engineering, Minor in Spanish; **GPA: 3.5**
- Smith Center for Engineering – *Ranked #1 Engineering Program in the Nation.*
- Completed Engineering Coursework: *Thermodynamics I & II, Mechanics I & II, Dynamics and Control of Mechanical Systems, Experimental Methods, Solid Mechanics, Mechanical Design Capstone I & II, Mechanical Design III: Integration of Component Design, Heat Transfer, Mechanics-Controls-Vibration Laboratory, and 2 Independent Study Courses*

PROFESSIONAL EXPERIENCE

Student Office Assistant
Smith Center for Engineering, University of Learning, Learning, Michigan   06/2011 – Present

- Compose policies to be integrated into the operations plan so as to create transparency
- Analyze budget and make adjustments to insure efficient use of operating cash flows
- Managed organizational processes and functionality for the administrative office

Tutor
Learning Support Services, University of Learning, Learning, Michigan   09/2009 – 05/2011

- Aided students in comprehending course material with an emphasis on making them self sufficient students.
- Achieved **Master Level Tutor Certification (Highest) from the College of Reading and Learning** in the Fall of 2009.
- Tutored Courses: English, Spanish, *College Algebra, Finite Math, Math Modeling, Calculus I, II & III, Physics I & II, Engineering Math, Introduction to Mechanical Engineering, Computing for Engineers, Introduction to Mechanical Design, & Mechanics 1 & II*

HONORS AND AWARDS

University Engineering Competition Team, University of Learning, 2011-2012
Dean's List: Spring 2008 – Present
International Education Fund Scholarship Recipient, Summer 2010

ACTIVITIES

Collegiate Engineers Organization, member, 2007 – present
University of Learning Chorale Member, 2009 – present

SKILLS

Microsoft Excel, Access, Word, PowerPoint, Outlook, EngineerSoft
Proficient: Spanish