

# Mohamed Ouf

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A civil engineering student who is a highly motivated, organized, and autonomous individual seeking to expand my theoretical knowledge. Strong multitasker with exceptional skill in functioning in a high-pressure work environment.

## Education

Cal State University, Northridge <i>Bachelor of Science – Civil Engineering and Construction Management</i>	01/2021 - Present
West Los Angeles College <i>Civil Engineering</i>	09/2019 - 12/2020
Arab Academy for Science and Technology <i>Civil Engineering and Construction Management</i>	09/2018 - 07/2020

## Awards

- West Los Angeles College: Dean Honor Roll 09/2019 - 12/2020

## Professional Experience

### **NASA L'Space Academy**

*Intern*

01/2021- 05/2021

- Organizing and servicing meetings, taking minutes, and producing agendas
- Manage and organize existing research by ensuring proper archive
- Conducting research and collaborating on projects with fellow interns

### **Kareem Carts Manufacturing & Commissary**

*Clerical Assistant*

06/2021 – 12/2021

- Managed new client on-boarding, inquiries, and retained all associated documents
- Maintained computer database, updated spreadsheets, and maintained inventory
- Establish and maintain relationships with various manufacturing and auto partners

### **Arabco- Dubai**

*Intern*

06/2021- 09/2022

- Assisted sub-contractors to further understand their financial accounts and contracts
- Answered and directed phone calls, handled inquiries and incoming work requests
- Researched project design requirements and performed calculations to prepare time and material cost estimates
- Learned and implemented city standards, regulations, and engineering policies and procedures

## Skills

- People management
- A natural leader and team collaborator
- Highly detail-oriented
- Excellent verbal and written communication skills
- Fluent in Arabic and English
- MS Office, Auto CAD 2D, and SPSS Statistical Analysis

## Affiliations

CSUN ASCE- 2022

*Secretary and Technical Event Coordinator*