

Rebecca Grimmelt

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902-940-9099

Education

Bachelor of Engineering, Biomedical and Mechanical, Co-op September 2014-Present

Carleton University, Ottawa, Ontario

- Second year; current standing: 10.4 CGPA on a 12.0 scale, (A-)
- Faculty scholarship (4 years) – Dean’s Honour List
- Expected graduation date: April 2019

Availability

Will be available for a 4 month period beginning May 1st, 2016

RELEVANT SKILLS, EXPERIENCES, AND ACCOMPLISHMENTS

Technical/Engineering Skills

- Conducted biology and chemistry laboratory experiments pertaining to animal and cell physiology, organic molecules, and chemical reactions on a molecular level, to analyze data and gain experience using lab equipment
- Applied the use of AutoCAD and PTC CREO Parametric to model and properly calibrate a redesign project to attain design and testing skills
- Solved mathematical problems using MATLAB and C++ to acquire programming knowledge such as coding language
- Experienced in Microsoft programs including Word, Power Point, and Excel, gaining the ability to deliver professional documents

Communication Skills

- Facilitated first year students in orientation week as a part of EngFrosh, enabling them to work as a team, build relationships, and familiarize them with society’s and ways to get involved at Carleton
- Coordinate events as Director of Logistics(Fundraising) for Engineers Without Borders by collaborating with members, and effectively planning to meet deadlines to ensure successful outcomes at all events
- Past Secretary of Key Club, which developed organization and time management skills by developing volunteer and fundraising activities for members, as well as establishing and presenting minutes at each weekly meeting to spread information through the club

Work Experience

Sales Associate & Kitchen Help

Harvey's/Swiss Chalet, Charlottetown, PEI

Sept. 2012-Oct. 2013, May 2015-August 2015

- Communicated with customers by providing information regarding menu items, and taking order placements both in person and via phone
- Prepared and served menu items to guests to ensure guest satisfaction was met, while if needed, resolving any problems quickly and to the customer's satisfaction
- Responsible for organizing, cleaning, and stocking food and supplies in the appropriate locations, and ensuring proper stock rotation
- Worked in a team environment to maintain productivity and efficiency of completing required tasks

Restaurant Team Member

Tim Horton's, Charlottetown, PEI

April 2014 - August 2014

- Effectively communicated with team members to assure roles and duties were being completed promptly
- Learned how to effectively serve guests by taking orders via front cash and drive-thru, handling payments and presenting items to guests to provide excellent customer service
- Worked efficiently and professionally in a fast paced environment while delivering exceptional customer service

Applied Projects

Reverse Engineering Project

Fall 2014

- Assisted team members in a group project by collaborating ideas and effectively delivering a transformed product accompanied by a professional report
- Designed and constructed a scaled 3-D printed object using AutoCAD and CREO, by effectively applying technical skills to ensure all requirements were met
- Strategized to attain a model which theoretically minimizes production costs, reduces negative environmental effects, and accurately projects an improvement to the original object
- Extensively researched and calculated measurements to assure product could ideally be used in a real life application

Volunteer/Co-curricular Experience

- Sept. 2015 – Present: Volunteer one hour a week to help Carleton's Engineers volunteer-run store, Leonardo's Lounge
- Sept. 2015: Facilitator for EngFrosh 2015, Fall Orientation
- Sept. 2015 – Present: Mentor high school students through Carleton's Engineering Mentorship Program to promote and encourage Carleton's engineering programs
- Sept. 2014 – Present: Member of Carleton University Biomedical Engineering Society(CUBES), Carleton Mechanical and Aerospace Society(CMAS), and Carleton Engineers Without Borders(CEWB)