

Jayme I. Scruggs

17056 N. 36th Ct, Phoenix, AZ 85032

Cell 480/721-8011

jiscruggs@my.trine.edu

OBJECTIVE:

A civil engineering internship requiring strong communication skills, attention to detail, and proven leadership experience.

EDUCATION:

Anticipated Bachelor of Science in Civil Engineering, December 2012

Trine University (ABET-Accredited), Angola, IN

SELECTED COURSEWORK:

CE Materials, Structural Analysis, Fluid Mechanics(Aqueous), Transportation Engineering, Statics, Solid Mechanics, Dynamics, Fluid Mechanics, Surveying, and Engineering Graphics

TECHNICAL SKILLS:

- AutoCAD (completed courses in high school and college)
- Word, Excel, PowerPoint, Adobe Photoshop, iMovie/Pro

WORK EXPERIENCE:

Student Worker

October 2008-Present

Intramural Referee, Trine University, Angola, IN

- Officiated Intramural Sports (Football, Volleyball, Basketball, Dodgeball, etc.)
- Kept score and time limits during games.

Financial Aid Office, Trine University, Angola, IN

- Field financial aid questions from students and parents.
- File papers in student folder regarding financial aid transactions.
- Enter student financial aid data in Powerfaids software.

Recreational Aid (Sports Coordinator)

March 2007-July 2008

Phoenix Afterschool Center, Phoenix, AZ

- Ran after school programs with five or six other employees.
- Organized sports activities for approximately 50 students daily.
- Coordinated age appropriate activities for three groups of students between the ages of 6-12.

Volunteer Audio-visual Assistant

August 2007-May 2008

Paradise Valley High School, Phoenix, AZ

- Edited approximately 15 videos to introduce each sports team during assemblies (2,000 students).
- Filmed some video content and spent approximately 2 hours editing each video using iMovie.
- Set up speaker equipment and served as deejay during lunch periods

LEADERSHIP:

- Rush Chairman, Kappa Sigma Fraternity (2010)
- Senior Class President, Paradise Valley High School (2008)
- Captain, Varsity Soccer Team, Paradise Valley High School (2007-2008)

HONORS & ACTIVITIES:

- Student Athlete, Men's Soccer Team, Trine University (2009-Present)
- Kappa Sigma Fraternity, Trine University (2009-Present)
- Multicultural Student Organization, Trine University (2010-Present)