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Miranda Moore

Objective

To attain a position in which I can utilize my skills and abilities that I've gained through my previous work experience and in the Engineering Management and Aerospace Engineering programs.

Education

9/2006 - 8/2008 The University of Texas at Austin Austin, TX

Master's Degree in Engineering Management

Many of the classes taken in the program are the same classes taken by MBA students

7/1998 - 5/2003 The University of Texas at Austin Austin, TX

Bachelor's Degree in Aerospace Engineering

Work experience

4/2004 – 12/2009 Beta Pro, Inc. Austin, TX

Engineering/Administrative Assistant

This company provides expert witness services to attorneys in the areas of accident reconstruction and product design. I aided the engineers by assisting in inspections, conducting documentation research, and client contact. I aided the company president by conducting marketing, working as an office manager, and maintaining client databases. Additional responsibilities include some technical support and general office duties.

8/2003 – 1/2004 Dillard's at Lakeline Mall Cedar Park, TX

Sales Associate

Maintain and organized clothing. Help customers find and purchase desired items.

6/2001 – 7/2003 The University of Texas at Austin Austin, TX

Computer Lab Proctor

Maintain computer programs and printers. Also helped students with troubleshooting and software applications.

12/2000 – 9/2001 Circuit City Austin, TX

Sales Associate

Managed and organized merchandise. Answered customer questions about merchandise.

9/1998 – 5/2001 The University of Texas at Austin Austin, TX

Work Study Student

During the Fall and Spring semesters, I held various work study positions. These include working as the physics demo staff, where I sat up and performed physic demonstrations, and Dana Center staff, where I organized and updated their FileMaker Pro database.

6/1997 – 8/1997 Hughes Space & Communications Los Angeles, CA

Summer Intern

Conducted comparative analysis research for a satellite as a part of the NASA Sharp Plus Program.