

# Colleen Sale

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<b>EDUCATION</b>	<b>Bachelor of Science in Mechanical Engineering</b> University of Memphis, Memphis, TN Expected Graduation Date: May 2021 GPA: 3.85
<b>SKILLS</b>	Windows Operating Systems, Proficiency in Microsoft Office Unigraphics NX CAD, AutoCAD, SolidWorks, FEA, Mechanical Design and Analysis
<b>EXPERIENCE</b>	<p><b>Promotional Representative</b>, Feb 2018 - Present <i>The Agar, Memphis, TN</i></p> <ul style="list-style-type: none"><li>• Worked at various Kroger locations and demonstrated reliability by working every shift</li><li>• Promoted the Kroger App</li><li>• Was a positive representative of Agar and Kroger and provided quality customer experience</li></ul> <p><b>Material Handler</b>, Dec 2017 - Jan 2018 <i>FedEx Express, Memphis, TN</i></p> <ul style="list-style-type: none"><li>• Handled packages with care</li><li>• Worked as a team member to ensure efficiency</li><li>• Listened to and followed instructions from Team Leaders</li></ul> <p><b>IT Assistant</b>, Aug 2016 - Aug 2017 <i>Solutions for Accounting Software, Memphis, TN</i></p> <ul style="list-style-type: none"><li>• Provided support to employees with computer problems</li><li>• Troubleshooted email issues</li><li>• Set up computers remotely and on site</li><li>• Installed software as needed for individual employees</li><li>• Upgraded computer memory</li></ul> <p><b>Farm Hand</b>, June 2016 - Aug 2017 <i>5H Farms, Memphis, TN</i></p> <ul style="list-style-type: none"><li>• Cared for livestock, sheep and horses</li><li>• Cut, baled and stacked hay</li><li>• Transported equipment between properties</li><li>• Performed equipment checks and maintenance</li></ul>
<b>AWARDS</b>	Recipient of the Herff Engineering Merit Scholarship, August 2017 Recipient of Presidential Scholarship, August 2017 Recipient of Hope Merit Scholarship, August 2017 Helen Hardin Honors College Dean's List, Fall 2017
<b>VOLUNTEER</b>	St. Mary's soup kitchen, Aug 2017 - Present Living for Christ Restoration House, May 2017 – Aug 2017 The Sisters Charity, Dec 2016 – Feb 2017