

SOPHIA C. LEE

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Reston, VA 20191

Charlottesville, VA 22904

EDUCATION

August 2007 – Present **University of Virginia** **Charlottesville, VA**

School of Engineering and Applied Science

BS in Mechanical Engineering Expected May 2011

Current GPA: 2.87

September 2003 – **South Lakes High School** **Reston, VA**

June 2007

High School Diploma with International Baccalaureate Certificate

Graduating GPA: 4.0

RELATED COURSEWORK

Fall 2009

Introduction to Aerospace Engineering

- Designed and created a model rocket and balloon blimp
- Predicted and analyzed rocket and blimp performances

Fall 2009

Fluid Mechanics

- Used CFDdesign 10 to model and analyze flow examples

Spring 2009

Thermodynamics

- Studied basic concepts of systems, energy transfers and machine efficiency

Spring 2009

Strength of Materials

- Studied and calculated stresses, strains, and deformation of solids under external forces

Fall 2008

Introduction to Mechanical Engineering

- Developed Engineering drawing skills to read and draw parts and designs
- Studied and used Autodesk Inventor 2009
- Studied various engineering materials and tools and their properties and uses
- Used basic machining tools to fabricate small products

Spring 2007

Introduction to Engineering

- Redesigned a prosthetic limb joint
- Developed and analyzed alternative designs and obtained a prototype

WORK EXPERIENCE

July 2009 – August 2009 **Chen Law Group** **Washington, DC**

Legal Assistant

- Created and prepared new patent applications
- Prepared Information Disclosure Statement files

May 2009 – July 2009 **Concept Solutions** **Reston, VA**

Receptionist

- Supported the COO and Office Manager with various administrative duties
- Screened and directed calls, greeted guests

LEADERSHIP EXPERIENCE AND ACTIVITIES

August 2007 – Present **Virginia Lion Dance Club** **Charlottesville, VA**

Head Coordinator (August 2008 – Present)

- Coordinate weekly practices and guest performances
- Plan routines and teach skills to new members

August 2007 – Present **Mahogany Dance Troupe** **Charlottesville, VA**

Secretary (May 2009 – Present)

- Take and archive weekly Executive Board Meeting minutes
- Attend weekly practices to prepare for spring and fall semester performances
- Choreograph and teach dance routines to small and large groups of students

SKILLS

Computer Software Beginner Autodesk Inventor 2009, CFdesign 10, Java programming, HTML

Advanced Microsoft Word 2007, Excel 2003, PowerPoint 2003

Languages Fluent in Mandarin Chinese and conversational in Spanish