

JESSICA C. KEITH

Snellville, GA

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EDUCATION

Georgia Institute of Technology, Atlanta, GA

August 2021 – May 2025 (Expected)

- GPA: 3.56/4.0
- Candidate for Bachelor of Engineering in Chemical and Biomolecular Engineering, Biotechnology Option
- BP Scholar's Recipient, Zell Miller Scholarship, MetLife Foundation Pathways Scholarship Recipient

Brookwood High School, Snellville, GA

May 2021

High School Diploma

- GPA: 3.989/4.000
- AP Scholar with Distinction: Average of at least 3.5 on all AP exams taken
- Letter of Commendation for National Merit, National Honor Society

LEADERSHIP

Area Council, Communications Coordinator

Fall 2022 – Present

- Communicate with residents, resident-assistants, and professional staff about events

Chemical Engineering Student Ambassador

Spring 2022 – Present

- Guide prospective students and families with lab and building tours
- Serve on student panels at Prospective Information Sessions, Alumni and High School Panels, and Change of Major Sessions

Society of Women Engineers, Member

Spring 2022 – Present

- Engage with community of female engineers and expand personal and professional network

DECA, VP of Membership, VP of Marketing Communications

August 2019 – May 2021

- Demonstrated business and leadership skills at the Career Development Conference
- Helped register and prepare over 100 members for competition
- Served as liaison between officers and club members

WORK EXPERIENCE

Georgia Tech, Student Center, Paper & Clay Attendant

October 2022 -- Present

- Assist customers with various crafting activities
- Clean work area and operate kilns

Georgia Tech, Student Center, Administrative Front Desk Attendant

August 2022 – Present

- Respond to inquiries about Student Center functions and reservations
- Greet incoming visitors and answer phone calls

Kirkland's, Team Member – Part Time

Summer 2021

- Assisted customers by providing suggestions and solutions to customer needs
- Kept a clean, safe, and organized storefront and stockroom
- Managed register transactions

SKILLS

Communication: Presentations, oral and written communication, customer service, professional email, citations, research paper

Concepts: Microsoft Office, Basic Marketing, Canva

Lab Skills: Pipet, Titration, Preparing Solutions, Spectrometer

Coursework: MATLAB, Linear Algebra, ChE Process Principles, Thermodynamics, Numerical Methods

Extracurriculars: WREK Radio, High School - Track & Field, Cross Country