

Timothy Latham

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EDUCATION

- The Pennsylvania State University | Erie, PA | *GPA 3.0* *Expected Graduation 5/2025*
 - **Bachelor of Science in Electrical and Computer Engineering Technology**

WORK EXPERIENCE

- **Project Engineer** | PJ Dick | Pittsburgh, PA *5/2023 - 8/2023*
 - Observed and learned the responsibilities of project engineers, superintendents, and project managers
 - Sent and organized RFIs, submittals, and meeting minutes
 - Created and organized punch lists of problems in the renovation of the apartment building and communicated with sub-contractors on what needed to be done
- **Co-Owner** | Vending A&T LLC | Pittsburgh, PA *7/2021 - Present*
 - Conducted comprehensive research to identify effective strategies for location acquisition, menu development, and sourcing vending machine
 - Currently manage and maintain two vending machine locations, which include one drink machine and two snack machines
 - Installed and configured card readers on vending machines, enhancing payment options and customer convenience

PROJECTS

- **ITC Project** | Erie Strayer | Virtual *1/2023 - 5/2023*
 - Simplified contract generation from a price book
 - Utilized Microsoft Excel extensively to streamline the contract generation process
 - Collaborated effectively with a fellow student and an advisor throughout the project
 - Maintained weekly communication with client to provide updates on project progress and conducted regular tests to ensure the solution met their expectations
 - Effectively organized and delegated tasks within the team to maximize productivity and meet project milestones

ACTIVITIES

- Vice President, National Society of Black Engineers (NSBE)
 - Collaborated with local companies to organize informative sessions and networking opportunities for students
 - Lead fundraising initiatives, securing funding for club activities through proposal writing, event planning, and fundraising
 - Represented NSBE at various events, to provide a supportive community for academic and personal growth
- Penn State Behrend Engineering Ambassador
 - Represent Penn State Behrend's School of Engineering
 - Effectively engaged with visiting children during field trips to Penn State Behrend, inspiring their interest in engineering and higher education
 - Spoke to parents and incoming students at open house events, offering in-depth information about the School of Engineering, addressing inquiries, and assisting with their transition to Behrend

TECHNICAL SKILLS

- C Programming
- HTML, CSS, & JavaScript
- Python
- Ladder Logic
- Microsoft Office
- Matlab