

# Cornelius Holness

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## EDUCATION

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Elizabeth City State University (ECSU) Elizabeth City, NC  
Graduation: May 2016  
Bachelor of Science: Aviation Science GPA: 3.34

## SKILLS AND SOFTWARE PROFICIENCIES

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Proficient with Microsoft Office, Windows XP, Windows 7, Windows 8, Photoshop, Communication Skills, Business Communication Skills, People Management Skills, Time Management Skills, Effective Listening skills, Conflict Resolution skills, Interpersonal Skills, Intrapersonal Skills, Macintosh, WPM 50+, Collaborative, Team Player

## WORK & LEADERSHIP EXPERIENCE

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Fall 2015 Elizabeth City State University Elizabeth City, NC  
Elizabeth City State University  
Administrative Assistant

- Receive and direct visitors and clients
- General clerical duties including photocopying, fax and mailing
- Maintain electronic and hard copy filing system
- Handle requests for information and data

Summer 2015 Department of Defense Wright-Patterson AFB, OH  
Air Force Research Lab Sensors Directorate  
Intern

- Collected and analyzed data
- Prepared, presented, and provided assistance with weekly progress reports.
- Maintain accurate records of research, safeguarding the confidentiality of subjects, as necessary.
- Operated telescope and operating software and gained familiarity with astronomy.

Fall 2014- Present Women in Aviation International Elizabeth City, NC  
Northeastern North Carolina Chapter  
Chair of Membership

- Organize agency files and maintain records of contributions.
- Assists in the coordination and planning of fund raising activities.
- Interact with public and promote agency programs and events.
- Collect and maintain all membership information.

Winter 2014 United Parcel Service (UPS) Rocky Mount, NC  
Package Courier  
Assistant

- Provided excellent customer service to the when delivering customer goods.
- Performed various tasks using hand truck or dolly.
- Kept daily records of inventory.
- Communicated with carriers. Traced missing delayed and damaged shipments.

Fall 2013 Elizabeth City State University Elizabeth City, NC  
Aviation Exploration Unit  
Volunteer

- Mentored high school students who attended the Exploring Unit from surrounding areas.
- Recruited and educated students on benefits of Aviation Science.
- Directed students on tours of the campus.

Cummins

Summer 2013 Rocky Mount, NC  
Quality Assurance Assistant

- Screened various parts for defects.
- Maintained a record of all work done on project basis, and daily activity basis.
- Monitored the functionality of all machines, and bring any abnormalities to the attention of the shift engineer

## RESEARCH & INTERNSHIP EXPERIENCE

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Spring 2016 Center of Excellence Remote Sensing and Research (CERSER) Elizabeth City, NC  
Elizabeth City State University  
Research assistant

- Producing 3D point cloud and digital elevation models through the use of Unmanned Aerial Vehicles, Historic St. Luke's Church case study

Summer 2015 Department of Defense Wright-Patterson AFB, OH  
Air Force Research Lab Sensors Directorate  
Intern

- Collected and analyzed data
- Prepared, presented, and provided assistance with weekly progress reports.
- Maintain accurate records of research, safeguarding the confidentiality of subjects, as necessary.
- Operated telescope and operating software and gained familiarity with astronomy.

Spring 2015 Center of Excellence Remote Sensing and Research (CERSER) Elizabeth City, NC  
Elizabeth City State University  
Research assistant

- Remote Sensing Archaeological Sites through Unmanned Aerial vehicle (U.A.V.) Imaging

Spring 2015 Louis Stokes Alliances for Minority Participation (LSAMP) Elizabeth City, NC  
Elizabeth City State University  
Research assistant

- "I am my family's health support"

## ACTIVITIES & HONORS

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Special Olympics Volunteer | Elizabeth City State University (ECSU) Model Scholars | Aircraft Owners Pilots Association Membership | National Merit Scholar | 2013 Space Symposium | ECSU Campus Clean Up | Chancellor's list | Peer Tutor | Parks and Recreation Volunteer | Community Relations Committee | Student Activity Committee (SAC) | ECSU Center of Excellence and Remote Sensing Excellence & Research Program | University Aviation Association Legislation Policy Seminar | Dean's List, Technology Club | 2015 BEYA STEM Global Competitiveness Conference | Member Institute of Electrical and Electronics Engineers