

# Audrey Ngai

San Francisco

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## EXPERIENCE

### **CalTrans, San Rafael — Student Administrative Assistant**

July 2021 - July 2023

- In charge of digitizing the project filing systems of 3 field offices over the course of 2 years.
- Assisted site inspectors in daily project inspection, diary entry duties, and correspondence with subcontractors.
- Assisted Resident Engineers and Office Engineers with documenting project progress and contracted work for monthly payment and distribution of funds
- Developed strong organizational skills while managing multiple projects simultaneously with attention to detail.

### **Juni Learning, San Francisco — Math and Computer Science Instructor**

September 2020 - September 2021

- Individualized curriculum for a handful of students to fit their learning goals and optimized lesson structure to efficiently convey lesson targets.
- Conveyed abstract computational concepts to elementary school children through innovative use of examples and demonstrations.
- Taught children Python, Java, Scratch, Algebra, and Pre-Calculus

### **McManus Lab, UCSF, San Francisco — Research Lab Intern**

June 2015 - August 2015

- Investigated the editing potential of CRISPR-Cas9 over the course of 2 months.
- Collaborated with lab post-docs and fellow interns on project proposals and future directions of the lab.
- Collaborated with fellow lab intern on developing a Python script analyzing genomic sequences for editing target regions of interest.

## SKILLS

Intermediate Python, Java, and Github

Advanced Microsoft Office Suite and Google Suite Knowledge

CAD, SolidWorks, MATLAB

Adobe Illustrator, Photoshop, and Premiere Pro

## EDUCATION

### **University of California, Los Angeles - B.S. Mechanical Engineering, Minor in Neuroscience**

June 2023

## PROJECTS AND AWARDS

### **Brainwave -controlled RC Car — Engineering Lead**

Developed a python program as a part of a team to utilize BCIs and EEG headsets to actively recognize SSVEPs to control an Arduino controlled car in real time.

### **InT 2023 Biohackathon, 1st Place — Project Lead Lower-body Exoskeleton**

Lead the development of a lower-body exoskeleton and presented to industry-level judges at the InT 2023 Biohackathon.

### **Intra-operative Ankle Positioning Device — Project Lead**

Lead the development of a digital intraoperative device for accurate ankle joint positioning for an orthopedic surgeon at UCLA.

## EXTRACURRICULARS

### **UCLA Dragon Boat — President, Director of External Affairs, Land Coach, Paddler**

