

Kofi Mason

▪ kmaso018@odu.edu ▪ 757-636-0772

EDUCATION

Old Dominion University, Norfolk, VA
Bachelor of Science in General Studies

August 2026 (expected date)
Cumulative GPA – 3.18

PROFESSIONAL AND TECHNICAL EXPERIENCE

Performance Intelligence Team, Northrop Grumman, Remote

Mar 2025 – Present

College Technical Intern

- Write and maintain technical documentation and internal knowledge base articles
- Collaborate with cross-functional teams to communicate updates, clarify processes, and support performance initiatives
- Lead and contribute to process improvements and automation efforts across various workflows, from identifying gaps to driving implementation

Request Management Office (RMO), Northrop Grumman, Remote

May 2024 – Mar 2025

College Technical Intern

- Processed and reviewed server and storage service requests to ensure accurate and timely fulfillment
- Investigated and resolved workflow blockages that caused delays in service delivery
- Created and maintained technical documentation and internal knowledge base articles
- Supported solution validation for server-related requests and contributed to process improvements
- Communicated with cross-functional teams and stakeholders to provide updates and address inquiries

College of Engineering & Technology, Virginia State University, Petersburg, VA

Sep 2022 – Mar 2025

Lab Assistant

- Taught Virginia State University Machines Laboratory classes (MCET 102)
- Assisted with professor and student-led research and projects across various engineering disciplines
- Assisted engineering building manager in operational and maintenance duties

Nonlinear Systems Laboratory, Virginia Tech, Blacksburg, VA

May – Jul 2023

Summer Research Intern

- Developed a template for documenting performance capabilities for NSL's un-crewed aircraft using LaTeX allowing NSL to quickly match aerial robotic assets to emerging research opportunities
- Conducted Air Data Unit (ADU) Dynamic Response Testing to determine the reliability of the unit's internal dynamics to accurately measure angle of attack and sideslip angle
- Quadditch (Drone Quidditch): Updated onboard computer hardware for improved performance
- Analyzed Robot Operating System (ROS) code and Unreal Engine Blueprints to address current game limitations
- Co-created the 15th IFAC CAMS website for their 2024 International Research Conference hosted at Virginia Tech
- Successfully completed UAS Aeronautical Knowledge Test, earning FAA Part 107 certificate
- Completed Virginia Tech flight proficiency test
- Presented output of research and projects at Virginia Tech Summer Research Symposium

Spanish Studies Abroad/Virginia State University, Seville, Spain

May 2023

Student Studying Comparative Health Care Analysis

- Received National Science Foundation grant to study comparative health care analysis and medical Spanish terminology at The Center for Cross-Cultural Study in Seville, Spain
- Presented written reflections in Spanish on cultural sites and healthcare visits
- Exposed to the differences in medical practices between the United States and Spain, analyzing aspects such as budgets, funding, equipment, personnel, clientele, facilities, and education
- Networked with medical professionals to learn more about the healthcare field

Library of Virginia, Richmond, VA

Jun – Sep 2021

Commonwealth of Virginia 1971 Constitution Project Intern

- Conducted a self-directed research project using the Library of Virginia collections and other resources to explore the effects of the 1971 Constitution fifty years after its ratification
- Developed and strengthened archival research skills, furthered critical thinking within a digital humanities framework, and polished presentation skills.
- Designed and cultivated material for a digital website to be widely accessible to different audiences
- Developed collaborative skills as part of a professional team, with Library of Virginia staff members supporting and mentoring development

Albemarle County Public Schools, Albemarle County, VA

Jun – Aug 2019

Department of Technology Student Intern

- Repaired technological equipment (computers, monitors, smart boards, etc.) to workable condition for students and staff to utilize during the school year
- Loaded and delivered technological devices to all schools within Albemarle County
- Dispatched to troubleshoot and repair technology issues during Summer School
- Set up reimaging systems and prepared newly received equipment for Albemarle County Public Schools use

WORK AND COMMUNITY EXPERIENCE

Starbucks Corporation, Charlottesville, Virginia

Apr 2021 – Apr 2023

Barista

- Built long-term customer connections through excellent and genuine customer service, ensuring recurring business
- Prepared and presented food and beverage orders to customers while ensuring upmost cleanliness and sanitation
- Assessed and made minor repairs to coffee brewing equipment when necessary

Albemarle County Public Schools, Albemarle County, VA

Apr – Jun 2022

School Board Student Representative

- Participated in bi-monthly school board meetings representing student perspectives on topics related to but not limited to budgets/finances, academic curricula, infrastructure, strategic planning, and stakeholder concerns
 - Proposed resolutions for consideration to voting members of the school board
 - Disseminated information about school board decisions and discussions to the student body and highlight various students' achievements throughout the school division
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SKILLS

- Proficient in Microsoft Office, Arduino, MATLAB, Python, C++, LaTeX, Java, Fusion360
 - Technology repair capabilities
 - Spanish - read, write, and speak with intermediate competence
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LEADERSHIP & ACTIVITIES

- Dwight D. Eisenhower Transportation Fellowship Awardee, USDOT November 2024
- Academic Excellence Chair, National Society of Black Engineers (NSBE), VSU May 2023 – Mar 2025
- Sergeant at Arms, The Association of Political Science (TAPS), VSU May 2023 – Mar 2025
- Vice President, Trojan Takeoff Team, VSU May 2023 – Mar 2025
- Operational Manager, NASA Student Launch Initiative, VSU May 2023 – Mar 2025
- Member, Society of Women Engineers (SWE), VSU Aug 2022 – Mar 2025
- Member, NASA Here to Observe (H2O), VSU Aug 2022 – Mar 2025
- Cadet Squad Leader, Reserve Officer Training Corps (ROTC), VSU Aug 2022 – August 2023
- Center of the Developing Adolescent, UCLA, Report on the Intersectionality of Anti-Black Racism and Adolescent Development
 - Guest Panelist Sept – Oct 2021
 - Student Reviewer Jul 2021