

BEFORE – Name of Author

Address and Contact Information

OBJECTIVE

Seeking a position utilizing both technical and leadership skills in a fast-paced, professional environment, while continuing to develop a passion for state-of-the-art tools and technology

EDUCATION

Bachelor of Science: ISAT (Integrated Science and Technology), Month/Year, University, City, State

- Concentration in Information Knowledge Management, Environmental Science, Biotechnology
- Relevant Coursework: Problem Solving in Science and Technology, Multimedia Industry, Intelligent Systems, Software Development, Applied Physics, Applied Calculus, Modeling & Simulation, Procedural Programming
- Related Skills: High attention to detail; Organized; Exemplary customer service; Strong functionality in both individual and team-based projects; Able to quickly learn and utilize new skills
- Applied software: Microsoft Office Suite; MATLAB, ProModel, Visual Basic, Adobe Photoshop CS4

EXPERIENCE

Senior Thesis Project: Name of Project, Month/Year – Month/Year

- Hands-on research project which involved securing funding, operating within a \$20,000 grant budget and mediating cooperation between Shenandoah National Park and [name of a partner university]
- Project Management: Delegated meeting times and responsibilities to a team of three professors, held preliminary meetings to determine parts needed and hours required
- 100+ hours of combined independent and team-based work
- Converted a Ford pickup truck to a fully-electric vehicle, along with complete documentation
- Individually drafted and formally presented a written and oral report that was very well received and garnered favorable reviews by members in the audience, both technical and laymen

Alternative Fuel Vehicles Lab, Month/Year – Month/Year

- Volunteered in the lab, helped with various student projects regarding alternative fuels/energy
- Provided technical assistance, research, as well as manual labor wiring complex electrical components

Automotive A/V Components, Hobby

- Personally installed several aftermarket A/V systems in several different vehicles
- Required troubleshooting, testing, research, patience, and technical ability

EMPLOYMENT

- Sales Associate, *Virginia Department of Alcoholic Beverage Control*, City/State, Month/Year—
Month/Year

- Awarded a state-wide Outstanding Employee Recognition Program
- Built satisfied customer relationships with business patrons and day-to-day customers which required a strong, positive rapport while also maintaining discretion outside of work

Sales Associate, *Staples, Inc.*, City/State, Month/Year – Month/Year

- Detailed knowledge of business machines, electrical components, and A/V equipment
- Employee of the month, Month/Year & Month/Year

ADDITIONAL INFORMATION

- Society of Automotive Engineers, [university], Student Chapter, Month/Year – Month/Year
- Captain of a championship-winning intramural soccer team, Month/Year – Month/Year