

AFTER: NAME

Address

Phone: xxxxxx E-mail: xxxxxxxxxxxx

OBJECTIVE

Apply technical and leadership skills in a fast-paced professional environment, while continuing to pursue a passion for state-of-the-art tools and technology

RECOGNITION AND AWARDS

- Captain of a championship-winning intramural soccer team, *Month/Year – Month/Year*
- Selected for Virginia Department of Alcoholic Beverage Control's Outstanding Employee Recognition Program, recognizing the top 2% of its 30,000 employees. Proactive rapport built positive, robust relationships with regular patrons and ad hoc customers.
- *Staples, Inc.* Employee of the month *Month/Year & Month/Year, City, State*. Demonstrated detailed knowledge of business machines, electrical components, and A/V equipment. Excelled in personal interaction with customers. Selected above 35 peers for this recognition.

PROFESSIONAL SKILLS

- Program management, experience in securing funding, ability to work within budgets, mediation, generating and presenting formal reports, attention to detail, ability to organize and complete tasks, customer service, excels both individually and in team-based environments.

EXPERIENCE

- Senior Thesis Project: Name of Project, *Month/Year – Month/Year*
 - Led a research project that involved securing funding, operating within a \$20,000 grant budget and mediating cooperation between Shenandoah National Park and [*name of another partner university*]
 - Managed the project: Delegated meeting times and responsibilities to a team of five students and three professors, held preliminary meetings to determine parts needed and hours required
 - Completed 100+ hours of combined independent and team-based work
 - Converted a Ford pickup truck to a fully-electric vehicle, along with complete documentation
 - Drafted and formally presented a written and oral report that garnered favorable reviews from 15 advisors, faculty, and peers, and many audience members, as well.
- 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, and manual labor wiring complex electrical components
- Automotive A/V Components, Hobby

- Personally installed eight aftermarket A/V systems in seven types of vehicles. Required troubleshooting, testing, research, patience, and technical ability

SUMMER EMPLOYMENT

- Sales Associate, *Virginia Department of Alcoholic Beverage Control, City/State Month/Year – Month/Year*
- Sales Associate, *Staples, Inc., City/State, Month/Year – Month/Year*

EDUCATION

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

ADDITIONAL INFORMATION

- Society of Automotive Engineers, *[university] Student Chapter, Month/Year – Month/Year*
- Applied software: Microsoft Office Suite, MATLAB, ProModel, Visual Basic, Adobe Photoshop CS4