

Your résumé often creates the first impression you make with an employer. The information you include and the way you present it can determine whether you will have the opportunity to interview for a position. If the résumé is strongly written and presented attractively, it may open the door to an interview. Your résumé is your marketing tool. It provides a quick overview of the skills, knowledge, and experience you have to “sell” to an employer. A résumé summarizes your educational and employment experiences. Therefore, it should be a concise, easy-to-read review of your qualifications.

PREPARATION FOR WRITING THE RÉSUMÉ

A résumé should support your career goals by presenting evidence to the employer that you have the skills and knowledge necessary to perform the job. If you are unsure which career options you want to pursue, it will be more difficult to design an effective résumé. Therefore, it is important to have clear goals in mind (if not on paper) when constructing your résumé. Your objective will enable you to write a résumé that highlights your most important qualifications for specific kinds of jobs.

When you feel confident that you have identified your skills, defined your objectives, and become familiar with options in your chosen career field (including potential employers), you are ready to begin writing your résumé.

RÉSUMÉ CONTENT

A résumé is a flexible document that can be adapted to highlight your particular skills or experiences. The content categories you select for your résumé will be determined by a number of factors, especially by your strongest “selling points” relative to the type of position you are seeking. You may have several versions of your résumé if you are targeting different types of career positions.

The length of a résumé is generally one page, but two pages are usually acceptable if you need the space to show the breadth of your experience. If you go to two pages, make sure the information on page two is relevant and that you use the majority of the second page.

Identification Data—Name, address/es (current and permanent if appropriate), phone number(s), e-mail address, and web site or link to an online portfolio (if applicable). Make sure your e-mail address is professional.

Career Objective—These statements on résumés are now considered optional. If you decide not to include an objective on your résumé, then your objective should be clearly articulated in your cover letter. If you do include an objective, be specific—**do not explain what you want from an organization but rather address the skills you are bringing to that organization.** Employers will interpret a vague career goal as a lack of direction and self-knowledge. Objectives do *not* include pronouns such as I, my, or me.

Education—Your academic experiences should be listed in reverse chronological order with your most recent degree or experience listed first. List the proper title of your degree and GPA (a guideline is to include a GPA if it’s 3.0 or above).

Experience—Your experience should include not only paid full-time positions but also part-time, volunteer, field, observation, internship, and cooperative education experiences. For each position, list the organization for whom you worked, the location (city and state), job title, and dates (month/year) of employment. There is no single correct order for the presentation of this information as long as you are consistent throughout the résumé.

Within the sections, your experience should be listed in reverse chronological order. You should separate “Relevant Experience” from general “Work Experience” to indicate that you have experience relating to your degree and/or career goals.

- Give a brief description of the skills and responsibilities for each position using short phrases and clauses rather than full sentences.
- Begin each fragment with an active verb. Avoid the use of any personal pronouns (I, my, or me).
- Take credit for what you have done—especially for those activities that you initiated, developed, or supervised. Be careful not to exaggerate your responsibilities, but do not undersell yourself either.

Activities—Your involvement and leadership in clubs, student government, athletics, and social organizations shows an employer you have broadened your education with activities outside the classroom. These activities can also demonstrate important work-related skills and knowledge such as organizational or management experience and the ability to work effectively with others. Be sure to include offices or other leadership positions you have held, as well as describing the positions and related tasks.

Optional Special Sections—You may list other types of information if they relate to your career and/or reflect achievements in which an employer may have an interest.

- | | |
|---|------------------------|
| • Special Skills—Computer, Equipment, Language(s) | • Study Abroad |
| • Professional Affiliations | • Volunteer |
| • Additional Training | • Certifications |
| • Research | • Military |
| • Presentations/Publications | • Relevant Courses |
| • Productions/Shows | • Conferences Attended |

Do not include personal information, photographs, or high school information.

RÉSUMÉ STYLES

There are many good résumé layouts. The layout of your résumé is important in creating a favorable first impression in an employer’s mind. The appearance of your résumé may determine whether it is even read at all. Many corporate recruiters recommend not using résumé templates that are available with your word processing software. It is more impressive to create your own résumé “from scratch” utilizing categories and formatting which fit your unique qualifications.

Traditionally, résumés use serif fonts and utilize active verbs to focus on various skills developed during work experience.

Chronological—Within sections, information is presented in reverse chronological order—most recent information is listed first, working backward in time. This approach is the easiest to follow and is often used by job seekers with limited experience.

Functional—The focus of this style is on skills and abilities—not on when or where they were attained. Related skills are grouped together in comprehensive categories. The skill areas should relate closely to the stated career objective. It is best used by people who have extensive professional experience, may have changed careers, taken time off from their career, or who have gained their skills in volunteer or community service settings.

Curriculum Vitae—Candidates who are applying for faculty/administrative/research positions in a college, university, or research setting typically prepare a curriculum vitae (CV) rather than a résumé. Sample CVs and categories you may include in a CV are available on the Career Services web site under the Career Resource Center.

FINAL POINTERS

- It is essential that you use correct grammar, punctuation, and spelling. Spell check does not find every error.
- Use abbreviations sparingly. Spell out your degree, the name of the university, and organizations to which you belong.
- If you are requested to e-mail your résumé, ask the employer what format they prefer (attachment, electronic, in body of e-mail).
- Maintain consistent formatting throughout your résumé.
- Use capitals, underlining, spacing, highlighting and white space creatively to emphasize sections and titles-but do not overdo it!
- You must get your point across quickly and clearly. Studies show that employers will typically read a résumé for an average of 30-45 seconds.
- Reproduce your résumé on quality paper and use a laser or letter quality printer. White, cream, ivory, or very light gray are acceptable paper color options. Avoid pastels or very bright colors.
- If you are using résumé paper with a watermark, make sure the watermark can be read if you hold up the paper to a light. It is not proper etiquette to have the watermark backwards or upside down.
- Remember the importance of key words on the résumé in the event you are applying to an employer's electronic database.

ACTIVE VERBS

achieved	contacted	experimented	observed	represented
acted	contributed	facilitated	obtained	reproduced
adjusted	controlled	filed	operated	researched
administered	coordinated	formed	ordered	retrieved
advertised	corresponded (with)	generated	organized	reviewed
advised	counseled	guided	oversaw	revised
analyzed	created	handled	participated (in)	scheduled
arranged	defined	identified	persuaded	selected
assembled	delegate	illustrated	planned	served
assessed	delivered	implemented	prepared	simplified
began	demonstrated	increased	presented	sold
budgeted	described	initiated	processed	solicited
built	designed	inspected	produced	studied
calculated	developed	installed	programmed	supervised
chaired	directed	instructed	proofread	synthesized
changed	dispensed	interacted (with)	publicized	systematized
clarified	distributed	interviewed	published	targeted
classified	drafted	inventoried	purchased	taught
coached	edited	investigated	rated	tested
collaborated (with)	enabled	led	recommended	trained
collected	encouraged	made	recorded	translated
communicated	established	maintained	recruited	tutored
compiled	estimated	managed	referred	updated
composed	evaluated	marketed	regulated	utilized
computed	executed	measured	reorganized	verified
conducted	expanded	monitored	repaired	volunteered
constructed	expedited	negotiated	reported	wrote

THE COVER LETTER

Each time you submit your résumé to an employer, you should enclose a cover letter. The cover letter serves several important functions:

- Explains why you are submitting the résumé.
- Introduces you to the employer.
- Serves as a vehicle for you to “sell yourself” more effectively to the employer and is the key to creating interest in your candidacy.

The cover letter gives you the opportunity to draw an employer’s attention to the skills and experience outlined in your résumé. You can also expand upon information that particularly matches the position for which you wish to be considered. The cover letter can highlight special achievements that might otherwise go overlooked.

In summarizing your qualifications, highlight your most appropriate skills or background in relation to a particular position without simply reiterating the information on your résumé. Refer the reader to your enclosed résumé for further details of your past accomplishments.

Remember: Similar to the Career Objective on your résumé, the focus of the cover letter is what you can do for the organization—not what you want from the organization!

You must personalize your cover letter by preparing each letter individually and addressing it to an individual rather than a title or department.

As with the résumé, use a letter quality printer. Duplicated or obvious form letters are inappropriate and unprofessional. The cover letter should be no more than one page long and should be produced on the same paper as your résumé and reference sheet.

REFERENCES

You should develop a list of references with name, title, relationship to you, address, phone number, and e-mail address on a separate sheet. This sheet can be enclosed with the résumé or carried to an interview. Never list just the name and phone number of a reference.

Make sure you include your personal information on the top of the reference sheet using the same header as what is on your résumé. The font style and paper type/color should match your cover letter and résumé. Do NOT staple the reference sheet (or cover letter) to the résumé.

Some suggestions relating to selecting and working with your references:

- Always ask the person’s permission to use him or her as a reference. Do not assume that the person will be willing to recommend you. This courtesy is appreciated and may avoid later embarrassment—or a negative letter of reference. “Would you be comfortable serving as a reference for me?” opens the dialogue. Be prepared to hear a “no” or to deal with some reservations.
- Give the person a copy of your current résumé.
- Discuss the type of position you will be seeking and your career goals. If there are particular skills or information you hope he or she will include in the reference, mention these.
- Consider maintaining a portfolio or file of letters of reference, transcripts, and other information that employers may request or you plan to share during the job search.

Just a reminder: The people who provide your references should be able to share information about your skills and abilities relevant to the types of positions for which you will be applying. Professional references are typically former or current employers, professors who know you well (preferably from your major field of study or courses which relate to your career goals), colleagues, professionals with whom you have worked on projects, or advisors with whom you have been involved in activities. Three to five references are considered an appropriate number for the reference sheet.

Need your résumé reviewed? Visit the Career Services web site and click on the About Us section for information on available walk-in hours.

Melissa Ortiz One Park Place ♦ Athens, OH 45701 ♦ 740-555-5555 ♦ Melissa.A.Ortiz.1@ohio.edu

Education

Ohio University, Athens, OH
 Bachelor of Arts in Psychology
 Minor in Sociology
 GPA: 3.4

June 2011

Experience

Caroline Crisis Hotline, Athens, OH
Crisis Interventionalist/Hotline Specialist
 December 2009 – Present

- Performed de-escalation techniques when answering crisis calls
- Campaigned to maintain state funding of the Tri-County mental health system
- Maintained accurate and confidential call documentation
- Referred callers to appropriate legal, medical, and financial assistance

Southeast Psychiatric Hospital, Athens, OH
 Volunteer
 September 2009 – June 2010

- Coordinated recreational and social activities for patients
- Built rapport with patients through interaction and open communication

Eye Deals, North Olmstead, OH
Sales Associate
 Summers 2007 – 2009

- Exceeded company sales records by 2.5%
- Responsible for opening and closing store along with cash control

Research Experience

Ohio University Department of Psychology, Athens, OH
Research Lab Assistant
 September 2009 – June 2010

- Assisted in data collection evaluating a multi-session sexual assault risk reduction plan for women
- Coded and entered data using SPSS
- Conducted library research

Ohio University Department of Psychology, Athens, OH
Research Lab Assistant
 September 2008 – June 2009

- Assessed participant's cardiovascular reactivity utilizing a blood pressure monitor
- Operated and calibrated an impedance cardiograph
- Collected data using Cardiac Output for Windows

Honors & Activities

Golden Key International Honour Society, Athens, OH
Social Chair and Fundraising Chair
 September 2009 – Present

- Organized and resourcefully planned social events
- Coordinated and managed fundraising events, raising over \$5,000 in one year

Psi Chi, Athens, OH
Historian
 September 2008 – Present

- Compiled chapter history of the National Honor Society in Psychology
- Ensured chapter's historical records were properly preserved

American Psychological Association, Washington, DC
Student Affiliate
 September 2008 – Present

Charles Peterson

Permanent Address:
 499 Mitchell Rd.
 Apt. 411
 Columbus, Ohio 43210
 614-555-9999

Campus Address:
 15 S North St.
 Athens, Ohio 45701
 740-555-9999

EDUCATION

COLLEGE OF BUSINESS, OHIO UNIVERSITY, Athens, Ohio

Bachelor of Business Administration, June 2011

Majors: Accounting and Business Economics

Cumulative G.P.A. - 4.0/4.0

Business Context Cluster

- Worked in teams as well as individually to analyze business operations, strengths, weaknesses, solve complex business problems, and create solutions
- Learned to handle vague assignments, work independently/cooperatively, and conduct thorough research

RELEVANT EXPERIENCE

ERNST & YOUNG, LLP, New York, New York
Financial Services Advisory – Asset Management Advisory Services
 June 2010 – August 2010

Summer Intern

- Assessed the clients' business operations to identify compliance and control risks by interviewing selected employees and reviewing their policies and procedures, in order to advise them on how to mitigate such risks
- Assisted the Derivatives Valuation Center in valuing municipal swaps, using Bloomberg and Oberon Front Office
- Learned about the various aspects of credit risks for banks, asset managers, and leasing companies by helping the credit team develop its knowledge repository

ERNST & YOUNG, LLP, New York, New York
Assurance and Advisory Business Services – Hedge Fund
 January 2010 – March 2010

Winter Intern

- Learned about the three-billion-dollar hedge fund client's investment vehicles and back office operations by studying the documentation of the walk-through procedure and interacting with the trading, operations, and accounting personnel
- Interviewed the funds' controllers and accountants to investigate any discrepancies or exceptions found in the audit process
- Executed all year-end audit procedures according to the Ernst & Young's Global Audit Methodology

OHIO UNIVERSITY TREASURY MANAGEMENT, Athens, Ohio
Financial and Accounting Assistant
 August 2009 – June 2010

Summer Intern

- Hired as a student in the Ohio University's Program to Aid Career Exploration (PACE)
- Assisted the Senior Financial Analyst in monitoring the investments of Ohio University endowment fund
- Completed the investment data that support the summary report to the Board of Trustees

OHIO UNIVERSITY INTERNAL AUDIT, Athens, Ohio
Financial and Accounting Assistant
 August 2008 – June 2009

- Performed audit tests using databases such as Oracle and Student Information System
- Analyzed operations in order to find possible improvements and clearly communicate them to senior auditors
- Created a new employee time management database for the department using Microsoft Visio and Microsoft Access

EXTRACURRICULAR ACHIEVEMENTS

CORPORATE LEADERSHIP FELLOWS, Athens, Ohio
Corporate Leader
 March 2010 - Present

- Chosen competitively to serve as one of the 13 seniors who represent the College of Business to the corporate world
- Engaged in roundtable discussions with business leaders about their corporate experiences and their insights on business operations

OHIO UNIVERSITY STUDENT EQUITY MANAGEMENT GROUP, Athens, Ohio
Board Member
 November 2009 – Present

- Oversaw analysts' researching for alpha-generating equity securities for the *one-million-dollar student-run portfolio* by conducting economy, industry, and company-specific analyses, using tools and databases such as Bloomberg and Market Insight

DELTA SIGMA PI PROFESSIONAL BUSINESS FRATERNITY, Active Member,
 January 2008 – Present

HONORS AND RECOGNITIONS

Dean's List Every Quarter of Enrollment, John Carroll's Book Scholarship 2009, Pepsi Scholarship 2009, David B. Kroposchot Scholarship 2009, Robert and Georgena Beck Scholarship 2009 and 2010, Dean's Scholarship 2008 and 2009, Robert Bischof Scholarship 2009, LeaderShape™ Institute Certificate 2008, and Beta Gamma Sigma

Newman

Permanent Address:
759 Johnson Rd.
Huron, Ohio 44839
419-555-9768

Janelle L. Newman
Janelle.M.Newman.1@ohio.edu

Campus Address:
100 W. Union St.
Athens, Ohio 45701
740-589-0000

EDUCATION

Ohio University, Athens, Ohio
Bachelor of Science in Education, June 2011
Major: Early Childhood Education
Certifications: Reading Endorsement K-12
Cumulative GPA: 3.6/4.0

CLASSROOM EXPERIENCE

Chauncey Elementary School, Chauncey, Ohio

- Professional Intern, 4/11-6/11
- Taught cooperatively in a second grade classroom with 26 students
- Followed curriculum guidelines to develop and implement a science unit
- Communicated with parents through parent-teacher conferences
- Created a classroom calendar using a digital camera and related technology
- Assisted with planning and managing family literacy nights

Ohio University Chauncey Literacy Partnership

- Student Volunteer, 9/09-6/10
- Completed 450 hours in Early Childhood placement
- Designed and implemented lessons for at-risk students in Kindergarten, First, and Second grades
- Completed all coursework for K-12 Reading Endorsement Reading Tutor, 9/09-6/10
- Worked 40 hours with a struggling second-grade student
- Diagnosed reading problems using various tests
- Utilized activities and games to remediate reading problems
- Assisted student with authoring a book

Kids on Campus, Ohio University

- Substitute Teacher, 6/09-8/09
- Developed age-appropriate lesson plans and activities for the summer institute
- Reading Tutor, 6/09-8/09
- Developed and implemented lesson plans
- Worked one-on-one with struggling readers

RELATED EXPERIENCE

Church of the Good Shepherd, Athens, Ohio

- Nursery School Coordinator, 9/08-Present
- Supervise toddler and preschool children
- Design and implement age-appropriate activities

Chauncey Elementary School, Chauncey, Ohio

- Personal Aide, 11/08-1/09
- Worked one-on-one with a kindergarten student to improve student behavior

Amerihost Pool, Athens, Ohio

- Swim Instructor, 3/07-6/07
- Taught individual swimming lessons
- Developed and implemented strategies to teach swimming

PROFESSIONAL MEMBERSHIP

Kappa Delta Pi International Honor Society in Education, Athens, Ohio

- Member, 9/07-present
- Reading is Fundamental Committee Chair, 2009-2010
- Organized and participated in a library lock-in for 150 area students
- Developed literacy activities and arranged sponsors for the lock-in
- Worked 20 hours in a second/third grade multi-age classroom
- Completed over 50 hours of community service during activation
- Organized community service opportunities for new members

Dean's Undergraduate Student Advisory Council, Ohio University

- Secretary, 9/08-6/09
- Assisted with designing surveys for student body in the College of Education
- Collected data and wrote reports of student concerns
- Submitted reports to the Dean of the College of Education

HONORS

Selective Scholarship for Full Tuition, 2007-present
Delta Kappa Gamma Teaching Scholarship, 2009
Harold and Sarah Welker Service to Teaching Award, 2010

ADDITIONAL EXPERIENCE

College of Education, Ohio University

- Research Assistant, 9/10-6/11
- Assisted Dr. Jane M. Smith's research on the effects of physical activity on disruptive behavior

Office of Residential Housing, Ohio University

- Resident Assistant, 9/08-6/09
- Supervised floor section of 19 female residents in Lincoln Hall
- Designed and advertised health and safety related programming

COMPUTER SKILLS

HyperStudio, KidPix, Claris Works, Quattro Pro, SMART Board

Ginny Grover

1234 Mill St. • Athens, OH 45701 • 740-555-5555 • ginny.ggrover.1@ohio.edu

- Education**
 Ohio University, Athens, OH June 2011
 Bachelor of Science in Health Service Administration
 Minor: Business
 G.P.A.: 3.6 Deans List – 10 Quarters
- Related Experience**
 Our Lady of Bellefonte Hospital Foundation, Ashland, KY June - August 2010
Intern
 • Collaborated with Public Relations to compile a document of foundations in Kentucky that provide health care grants
 • Managed 500+ pledge vouchers for Pay for Play fundraiser to benefit the hospital
 • Organized promotional campaign for the Longaberger Hope Basket Breast Cancer Awareness Event
- Work Experience**
 River Cities Community Health Coalition, Ashland, KY June - September 2009
Practicum
 • Compiled a mental health needs assessment to be used to improve the quality of care received in the tri-state region
 • Conducted research with Pathways, Inc., Shawnee Mental Health Center, Inc., and Prestera Mental Health Center
- Work Experience**
 Ohio University College of Health and Human Services, Athens, OH
Special Events Coordinator
 • Plan, market, conduct and assess events sponsored by the college and its schools
 January 2010 - Present
- Work Experience**
 Hamilton County Clerk of Courts, Cincinnati, OH
Student Worker
 • Scanned, filed and entered data from confidential court documents
 • Independently conducted an inventory project for four of their large offices, making digital photos of their inventory available through their intranet
 Seasonal 2007 - 2009
- Leadership**
 Future Health Care Administrators, Athens, September 2008 – Present
Community Service Chair and Historian
 • Coordinate quarterly community service programs
 • Create and organized a portfolio of past events, outings, programs and membership
- Leadership**
 Ohio University Women's Club Lacrosse Team, Athens, OH September 2007 - Present
President, 2008-2009, Team Captain, 2009-Present
 • Coach team, supervised and ran all practices, and created new plays
 • Schedule all games, hosted a tournament, filled out and revised all paperwork
 • Schedule referees for all home games, delegated money for games
- Skills**
 Intermediate Spanish
 Adobe Photoshop

Erin K. Quinn

750 James Court • Canonsburg, PA 15317 • 330-000-0000 • erin.k.quinn.1@ohio.edu

- EDUCATION**
 Ohio University
 Bachelor of Communication Studies
 Concentration: Organizational Communication
 Graduation Date: June 2011
 Athens, OH
 Related Areas: Marketing & Public Relations
 Major GPA: 3.4/4.0 Dean's List
- INTERNSHIP EXPERIENCE**
 Clear Channel Communications
 Sales Intern, December 2010
 Pittsburgh, PA
 • Wrote and transcribed commercial spots for clients of 94.5 3WS, WDVE, KISS FM 96.1
 • Created databases to highlight and generate awareness of prospective radio buyers
- PSI Stadium Corporation**
 Event Operations Intern, June - August 2010
 Pittsburgh, PA
 • Assisted with Heinz Field events: Rib Fest, Champion's world soccer game and preseason Steelers' games
 • Coordinated and prepared materials for employee training sessions
 • Resolved guest issues and discord during events with Guest Services
 • Managed main switchboard and administrative desk for Director of Stadium Management
- TMG Public Relations**
 Intern, June – August 2009
 New York, NY
 • Assisted with the creation of press kits and releases, VNR's and PSA's
 • Researched, edited and media monitored for various projects, including Citibank's Credit-ED
 • Designed and implemented protocol for future interns to use when pitching stories to editors
- Ohio University School of Telecommunications**
 Program to Aid Career Exploration (PACE), September 2008 - June 2009
 Athens, OH
 • Coordinated TCOM banquets and seminars, including event scheduling and room bookings
 • Provided tours of Radio and Television Building to potential undergraduates
- COLLEGE INVOLVEMENT**
 Lambda Pi Eta College of Communication Honor Fraternity
 Public Relations Chair, April 2008-June 2009
 Athens, OH
 • Publicize and coordinate events to enrich relations between students and faculty
 • Inform undergraduates of organization; create excitement about membership into LPE
- Alpha Omicron Pi-Omega Upsilon Chapter**
 Public Relations Chair / Continuous Open Recruitment Chair / Leader's Council Member, May 2007 - May 2008
 Athens, OH
 • Portray sorority and Greek Life community in positive light while recruiting potential new members
 • Co-produce quarterly Greek Meridian (newspaper solely highlighting OU Greek Life)
 • Create and implement publicity programs for recruitment, philanthropic events and functions
- Ohio University National PhonaThon**
 Alumni Relations Student Ambassador, August 2007-April 2008
 Athens, OH
 • Build rapport among OU alumni and parents while soliciting funds for Bicentennial Campaign
 • Update records and maintain current databases

COVER LETTER FORMAT

(Make top and bottom margins approximately equal)

3 North Main St.
Athens, OH 45701
740-555-5555
Kb99999@ohio.edu

September 21, 2009

Mr. Jack Thompson
Buying/Merchandising Department
Federated Department Stores, Inc.
7 West Seventh St.
Cincinnati, OH 45202

Dear Mr. Thompson:

Opening Paragraph: State why you are writing, the position for which you are applying/type of work you are seeking. Mention how you heard of the opening or the organization. Briefly state why you are interested in working for this specific organization.

Middle Paragraph: This is the main body of what you want to communicate: the skills, experience, education, etc. that may be of interest to this particular employer. You may want to refer to the enclosed résumé but do not re-hash the entire résumé; mention only the highlights that will make them want to read the résumé. Be sure to address the key points described in the want ad or job posting. You may also want to discuss what attracts you to this position/organization.

Closing Paragraph: Mention your sincere interest in an interview opportunity and reiterate how they can contact you by including your email address and phone number. Be sure to thank them for their consideration.

Sincerely,

Katherine Blazier

Katherine Blazier

Enclosure

(If a résumé or other information is enclosed, be sure to refer to it in the letter)

Robert B. Bobcat
Rb123456@ohio.edu

Permanent Address:
123 Eagleridge Ln.
Tazewell, TN 37879
(423) 111-1111

Desire a position in a manufacturing environment with a special interest in but not limited to the areas of production and quality assurance engineering/management.

Education:
Bachelor of Science in Industrial Technology, June 2011
Emphasis on Manufacturing & Process and Manufacturing Information Technology.
Minor in Business

Russ College of Engineering and Technology, Ohio University, Athens, OH
Major GPA: 3.4/4.0 Dean's List 5 quarters

Relevant Courses:
Quality Assurance Quality Assurance & Metrology Metal Machining
Production Tooling Hydraulics and Pneumatics Product Manufacturing
Public Speaking Managerial Accounting Power Transmissions

Qualifications:
Experience with CAD software: Solid Edge V14 and AutoCAD 2005; Mastercam, SQL Server and MySQL.

Technical experience with emphasis on Manufacturing Information Technology and Manufacturing Processes.

Certified Manufacturing Technologist (CMfgT)
Skilled in project economics and analysis techniques: return on investment and net present value.

Excellent human relations, leadership, and public speaking skills developed and demonstrated by various leadership positions held.

Professional Experience:
XYZ Manufacturing, Cleveland, OH
Quality Assurance Engineer, Co-Op, 6/09-9/09

- ❖ Initiated various quality tools to improve productivity and quality in the manufacturing process, resulting 5% increase in production
- ❖ Gained direct exposure to lean manufacturing philosophy
- ❖ Strengthened time management skills by meeting numerous deadlines in the manufacturing process, resulting in \$50,000 savings
- ❖ Debugged and troubleshot techniques associated with manufacturing process
- ❖ Demonstrated supervisory and leadership skills

ABC Design, Columbus, OH
Design Engineer, Co-Op, 6/08-9/08

- ❖ Designed electrode ports used in the manufacturing process
- ❖ Assisted with the design of the company's web site utilizing state-of-the-art techniques
- ❖ Coordinated with vendor to design and evaluate a variable output power supply

Ohio University, Department of Residence Life, Athens, OH
Resident Assistant, 9/07- present

- ❖ Responsible for administration and programming duties associated with a community of 30 students
- ❖ Demonstrated strong leadership, programming, administrative and advisory skills

Ralph's Sporting Goods, Tazewell, TN
Sales Associate, Summer 2007-2008

- ❖ Marketed a complete line of sporting goods and consistently exceeded sales quota
- ❖ Developed excellent customer service skills as evidenced by customer surveys
- ❖ Experienced in purchasing and inventory control

Activities:
Vice President Society of Manufacturing Engineers
Society of Automotive Engineers
President Phi Kappa Psi social fraternity
Captain of Intramural Basketball and Softball Teams