

IVANA D. POSITION

Current Address:
123 Engineer Lane
Athens, Ohio 45701
(740) 593-5555

Permanent Address:
123 Professional Road
Chagrin Falls, Ohio 44022
(440) 555-5555

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- OBJECTIVE** Mechanical engineering position in the automotive industry. Open to relocation.
- EDUCATION** OHIO UNIVERSITY Athens, Ohio
B.S. Mechanical Engineering, June 2005
GPA: 3.19/4.00
- HONORS**
- Dean's List
 - Sigma Alpha Epsilon Scholarship Award
- COMPUTER LITERACY**
- **Languages:** C, SIMAN, SQL, HTML
 - **Operating Systems:** DOS, UNIX, Windows XP, Windows NT
 - **Software:** Access, Arena, AutoCAD, Design/IDEF, Excel, Microsoft Project, Microsoft Word, Oracle, ProModel, SuperProject
- RELATED WORK EXPERIENCE**
- LONDON INDUSTRIES** London, Ohio
Mechanical Engineering Co-op
- Improved new product line by increasing production capacity 25% and reducing packaging defects
 - Redesigned warehouse layout and coordinated revisions; modifications increased storage volume by 40%
 - Revised all part description documentation, including specifications and updates for product line, to be used daily by engineering and manufacturing production
 - Developed new packaging concept methods for several delicate and surface-sensitive assemblies
 - Created the logistic quotation forms to determine packaging price for customer
- SENIOR DESIGN PROJECT**
Chassis Dynamometer Design
- Designed a chassis dynamometer for testing Ohio University's electric race car
- OTHER WORK EXPERIENCE**
- CHAGRIN VALLEY COUNTRY CLUB** Moreland Hills, Ohio
Customer Relations
- Organized 4 corporate outings and reduced overall costs
 - Trained 6 new employees and administered testing program
 - Maintained and organized the clubhouse for improved efficiency
- 5/99 - 8/00
- 5/98 - 4/99 **K-MART CORPORATION** Bainbridge, Ohio
Customer Service Representative
- Effectively handled 200 business transactions per day
 - Managed computerized check-out station
 - Installed promotional displays
 - Streamlined inventory procedures
- ACTIVITIES**
- Sigma Alpha Epsilon - Pledge Class President
 - Active Volunteer for Big Brothers/Big Sisters of Athens
 - Ohio University Ski Club
 - Intramural Softball, Water Polo, Football - Team Captain
 - Avid Golfer
- REFERENCES** Available upon request (this category is optional)