

Full-time Resume Samples

2004 Paris Road Rolla, MO 65401	Saint Patrick	573-341-0000 stpat@umr.edu
OBJECTIVE		
To obtain a full-time position in Engineering Management.		
EDUCATION		
University of Missouri-Rolla		May 2005
M.S. Engineering Management	Cum. GPA: 3.0	Major GPA: 3.8
B.S. Engineering Management		May 2003
<ul style="list-style-type: none"> • Four-year basketball scholarship 		
EXPERIENCE		
Anheuser-Busch, Incorporated		St. Louis, MO
Co-op, Corporate Engineering Project Management Group		Jan – Aug 2004
<ul style="list-style-type: none"> • Conducted daily safety orientation of construction personnel • Served as Resident Construction Engineer on several corporate engineering projects, including management of caustic unloading station re-work project through completion • Exposed to numerous engineering processes in the beer industry, including primary and secondary fermentation and chill-proofing • Prepared construction schedules and tracked progress of Baldwinville brewery projects • Developed and maintained spreadsheet to track changes in project cost for two projects • Learned the challenges and time management skills needed to bring a new process from the planning to operational stages 		
UMR Engineering Management Department		Rolla, MO
Coordinator, Introduction to Engineering		Summers 2001-2003
<ul style="list-style-type: none"> • Designed and presented presentation on engineering management • Introduced prospective students to the various industries and opportunities for engineering management students 		
UMR Missouri Miner		Rolla, MO
Advertising Director & Assistant Director		Jan 1999 – present
<ul style="list-style-type: none"> • Supervised sales representatives and advertising assistant • Served as contact for national and local advertising companies • Developed computer skills by designing advertisements for the Miner, the weekly school newspaper 		
COMPUTER SKILLS		
HYSIS	Matlab	AutoCad
MathCad	Primevera	Fortran
		Simulink
		Visio
HONORS & ACTIVITIES		
Blue Key National Honor Society		
American Society of Quality		
Delta Tau Delta Fraternity- Social Chairman, Historian		
UMR Toastmasters International		
National Society of Black Engineers		

Jane Doe			
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Objective	To obtain a full-time position as a Metallurgical Engineer.		
Education	B.S. Metallurgical Engineering	(E.I.T. certified)	December 2004
	University of Missouri-Rolla GPA – 3.44		
	<u>Courses</u>		
	Nonferrous Metallurgy	Materials Process in Manufacturing	
	Diffusion & Kinetics	Powder Metallurgy	
	Modeling & Process Control	Ceramic Materials	
Experience	Caterpillar Inc., Quality Lab		Mapleton, IL
	Summer Intern		Summer 2004
	<ul style="list-style-type: none"> • Updated charge chemistries • Investigated magnesium treatment for vermicular graphite iron • Tracked outsourced cast engine blocks • Researched age strengthening of gray iron 		
	UMR Metallurgical Engineering Department		Rolla, MO
	Undergraduate Research		Summer 2003
	Nanophase strengthening of lead-free solder		
	<ul style="list-style-type: none"> • Pulled mini-tensile specimens • Mechanical alloying and sample preparation • Prepared metallographic specimens • Analyzed X-ray diffraction patterns 		
	Madison County Highway Department		Edwardsville, IL
	Engineering Intern		Summers 2001-02
	<ul style="list-style-type: none"> • Surveyed & operated road calc (calculates earth removal) • Supervised laborers & inspected materials 		
	Boys' and Girls' Club		Bethalto, IL
	Field Director for summer baseball and softball		Summer 2000
Computer Skills	AutoCAD	MS Word	MS Excel
	Strand 7	MS Power Point	MS Money
	MS Access	Quattro Pro	HTML
			MathCAD
			Visual Basic 5.0
			Scion Image 1.59
Honors & Activities	Alpha Sigma Mu (Metallurgical Honor Society) - President		
	American Foundrymen Society - Treasurer		
	Sigma Phi Epsilon Fraternity - Vice-President of Programming, Vice President of Recruitment, Vice President of Brotherhood Development, Secretary, Steward, Chaplain, Social Chairman		
	UMR Varsity Football 4-year Letterman		
	Omicron Delta Kappa – Treasurer		
	Powder Metallurgy Scholarship Award Winner		
Volunteer Work	Cerebral Palsy School		
	Civic Memorial High School Football Camp		
	DARE Role Model		
	High School Drug Awareness Speaker		