

Carrie Miner

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Objective is optional. If you are going to add one, make sure it is specific to each role you are applying for!

Education

Missouri University of Science & Technology	May 2027
<i>B.S. Mechanical Engineering</i>	GPA: 3.5/4.0
Rolla High School	May 2023
<i>H.S. Diploma</i>	GPA: 3.7/4.0

Experience

Arch Way Coffee Co.	Rolla, MO
<i>Barista</i>	Aug 2024 – Present
<ul style="list-style-type: none">• Worked in a fast paced, high-pressure environment• Interacted with customers and managed the cash register• Operated and cleaned kitchen machinery• Inventoried items and removed any kitchen waste• Trained new employees on safety measures and how to make drinks	

Student Council	Rolla, MO
<i>Team Leader</i>	Aug 2024 – May 2025
<ul style="list-style-type: none">• Designed flyers and bullet boards for dances, spirit weeks, and large events• Managed the decorating committee for three Homecoming dances• Collaborated with peers on policy changes, Homecoming themes, and multiple event ideas• Developed Battle of the Classes games, categories, and scoring systems	

Future Business Leaders of America	Rolla, MO
<i>Vice President</i>	Aug 2023 – May 2024
<ul style="list-style-type: none">• Assisted organization members in study efforts for district testing• Created our picture day fundraiser for the elementary school to help pay for our state candidate's trip• Tested in Organizational Leadership, Security and Investments and qualifying for state competition• Motivated peers to work collaboratively on our group project to develop a successful mock business	

St. Louis Aquatic Center	Rolla, MO
<i>Lifeguard</i>	May 2023 – Aug 2023
<ul style="list-style-type: none">• Conducted daily checks on multiple swimming areas and equipment to help maintain safety• Oversaw swimmers and enforced pool policies to ensure guest safety• Performed CPR and first aid during life threatening situations• Participated in monthly staff meetings and training exercises	

Skills

Technical: Microsoft Suites, Google Suites, Adobe Photoshop

Interpersonal: Communication, Teamwork, Organization

Involvement

• Kummer Vanguard Scholar	Aug 2024 – Present
• Summa Cum Laude	May 2024
• National Honor Society	Oct 2023 – May 2024