SAMPLE: Business student

**Zachary L. Behrend**

zlb5999@gmail.com 4567 Fairfield Street, Jamestown, PA 16123 (724) 455-5555

**OBJECTIVE:**

A full-time position in Cleveland, OH using market research, customer relations, sales, and strategic pricing analysis skills

**EDUCATION:**

Penn State Erie, The Behrend College Graduation May 2017

Marketing, Bachelor of Science (**GPA 3.86)** Dean’s List Spring 2013-Spring 2016

**SALES AND MARKETING EXPERIENCE:**

**LORD Corporation**-**Cary, NC**

**Pricing Analyst May 2016-Aug. 2016**

* Analyzed Rotary Wing Reman business and recommended a price increase strategy, which was implemented and is expected to generate $2.5 million in additional revenue and profits
* Performed pricing analysis of life-limited, specialized aerospace cores to increase profits by an estimated $100K
* Created training materials for value-added pricing methodology for use by all levels of the corporation
* Developed and facilitated market research process training for seasoned Account Managers in Automotive Sales

**GE Transportation**-**Erie, PA**

**Marketing Communications Intern Feb. 2016-May 2016**

* Streamlined tradeshow process from 15-20 man hours to approximately 2 man hours
* Educated internal and external audiences on the NPS (Net Promoter Score) Communications Program
* Communicated with outside vendors and agencies for sourcing and purchasing MarCom materials
* Promoted GE during the 2015 Annual Meeting of Shareowners

**Market Response Assistant Apr. 2015-Feb. 2016**

* Provided timely cost, delivery, and customer spec review for various remanufactured and major new locomotive components by working in conjunction with manufacturing repair sites, proposal leaders, sourcing, and engineers
* Created and maintained market response database for proposal tracking
* Assisted with delivery of marketing proposal responses, which resulted in $35.4 million in sales revenue

**MARKETING PROJECTS:**

**Marketing Research Student Satisfaction Survey Project**

* Created and tested survey questions; used sampling techniques for data collection and SPSS for analysis
* Derived conclusions from results and presented to class, including recommendations to increase satisfaction

**University-Sponsored Small Business Consulting**

* Identified potential market segments to increase sales and grow business for Pulos Greek Sauce
* Suggested to company owner possible product development strategies to penetrate new markets

**Marketing Scenarios Team Project**

* Marketed fictional product to specific target market by tailoring product features to fit needs of target market
* Made decisions stating and defending reasons to alter product features to changing needs of target market
* Learned valuable marketing lessons while competing within the class, finished second of eight teams

**OTHER SIGNIFICANT COURSES:**

Consumer Behavior, Global Marketing, Services Marketing, Strategic Management, Business/Technical Writing

**TECHNOLOGICAL SKILLS:**

SAP, Oracle, Vendavo, Business Warehouse, Excel**,** Visio, Access, PowerPoint, Outlook, Word

**ACTIVITIES AND AWARDS:**

**Sigma Xi Research Conference-**First place for market research project **Spring 2016**

**Penn State Behrend Athletics-**Recorded official NCAA statistics for athletic department **Fall 2014-Spring 2015**

**Paws for Reading-**Volunteer reading to urban elementary students **Spring 2014-Spring 2015**

SAMPLE: Business student

**Steven Champlin**

(814) 865-5555 5550 Alpine Drive, Erie, PA 16555 champlin555@gmail.com

**QUALIFICATIONS SUMMARY**

* Three years of experience developing custom applications in technical environments
* Cross-training in programming, database design, systems analysis, and troubleshooting
* Leadership, organizational, and communication skills developed by meeting deadlines in fast-paced settings

**EDUCATION**

Bachelor of Science in Management Information Systems GPA 3.35

* Systems Analyst Option

Penn State Erie, The Behrend College Anticipated 5/17

**IT EXPERIENCE**

GE Transportation 10/15 – Present

GE Co-op: (8/16 – Present)

Internship, Adecco, Onsite at GE Transportation (10/15 – 8/16)

Non-Disclosure Agreement (NDA) Wizard: Assisted in design and programming of a web-based application to generate legal documents; utilized ASP and SQL during creation; also assisted in creating the database for the application.

* Third Party Agreement (TPA) Matrix: Led development of ASP web application to track legal documents; facilitated meetings with customers to gather requirements, created the database for the application, and developed the ASP web application
* Mexico T&L: Led development of a Support Central tool to keep track of T&L expenses for Contractors in Mexico (Support Central is an in-house application GE uses for creating web applications); met with clients from Mexico via teleconferences to gather requirements, and created the T&L form

Penn State Erie

Undergraduate Research 5/15 – 9/15

* Worked on an interdisciplinary team to design and create games to help engineering students improve spatial visualization skills
* Problem-solved to develop activities such as mental rotation to strengthen specific spatial visualization skills

**COMPUTER SKILLS**

Software: SQL Server, Excel, Access, PowerPoint, Word, Visio, Photoshop, Dreamweaver

Languages: SQL, VB.NET, ASP.NET, ASP, C++

**LEADERSHIP EXPERIENCE**

MIS Club, Secretary 8/14 – Present

Gamers Club, Vice President 8/14 – 5/15

Boy Scouts of America, Eagle Scout 5/09 – 12/12

* Created work plan and organized 40 volunteers
* ensured quality building Camp Notre Dame bridge

**OTHER EXPERIENCE**

Concession Cashier, Tinseltown, Erie, PA 11/13 – 10/14

Prep Cook, Damon’s Restaurant, Erie, PA 5/13 – 9/13

Busser, Damon’s Restaurant, Erie, PA 10/12 – 4/13

#  Mackenzie Lawrence

SAMPLE: Business student

Most formal business format

## 222 Potomac Avenue \* Pittsburgh, PA 16555 \* 814-222-2222 \* mdl222@hotmail.com

## OBJECTIVE

To obtain a summer 2016 accounting internship with ABC company in Pittsburgh, PA

## EDUCATION

**The Pennsylvania State University** Class of May 2018

 Sam and Irene Black School of Business, Erie, PA GPA 3.71

Bachelor of Science in Accounting 150 credits upon graduation

Minor in International Business Behrend Honors Program

## LEADERSHIP EXPERIENCE

**Ski and Snowboard Club, Penn State Erie** August 2016 to Present

Treasurer

Utilize verbal and written communication skills in delivering the financial report during club meetings

Assist with writing and submitting proposals to acquire necessary funding for events

Collect dues and balance budget for club of over forty members

**FastStart FRIENDS, Penn State Erie** August 2016 to Present

Mentor

Connect first-year students from diverse backgrounds with campus community, resources, and events

Provide advice and information to new students as they adjust to campus life

**Lion Ambassadors, Penn State Erie** January 2016 to PresentFundraising Chair and Member

Develop Student Activity Fee fundraising grant proposals

Plan, advertise, and operate fundraising events

Collect daily earnings and worked with Treasurer to ensure proper deposit to club account

**Accounting Club, Penn State Erie** August 2015 to Present

Secretary

Secure guest speakers to present at club meetings and outside events as part of the executive board

Manage the accounts receivable records for a 70-client customer base

**Business Bridge Retreat, Erie, PA** October 2015

Participant

Received leadership training from team-based exercises and professional presentations

Practiced business etiquette, networking and negotiation skills

## WORK EXPERIENCE

Panda Express August 2015 to Present

Counter Attendant

**Lawrence Park Golf Club** May 2014 to August 2015

Pro Shop Attendant

Olivia Reed

SAMPLE: Business student

oar777@gmail.com 777 Hope Drive, White Oak, PA 15777 412-777-7777

**EDUCATION**

*The Pennsylvania State University: Erie, PA May 2015*

*The Sam and Irene Black School of Business GPA: 3.08/4.00*

**Bachelor of Science in Interdisciplinary Business with Engineering Studies**

**Concentration in Operations and Supply Chain**

**SKILLS**

SAP Certified, Pro/ENGINEER Wildfire, CAD/D, C++ Programming, SQL Server

**TECHNICAL EXPERIENCE**

**Westinghouse Electric Cranberry, PA**

*Project Supply Specialist**March 2016 – Present*

* Cultivate and maintain working relationships with suppliers and internal customers to drive on-time performance, assure quality, and maintain adequate supply sources
* Implement financial and contractual documentation and schedule purchase orders for mechanical equipment
* Establish pricing, delivery, terms and conditions to satisfy financial, quality, and delivery requirements
* Assist with resolution of standard engineering, quality and administrative issues to fulfill internal and external procurement requirements on medium dollar contracts
* Create and implement procurement and material quality initiatives and process improvement programs
* Identify and obtain cost improvements of materials and services through negotiation and process improvements
* Monitor supplier performance to meet customer requirements and internal business plans
* Comply with nuclear regulatory requirements, and enhance professional growth through workshops and research
* Frequent use of SAP, Lotus Notes Software and Iasta Software

**Synerfac Technical Staffing Monroeville, PA**

*Technical Recruiter July 2015 – March 2016*

* Discussed specific details with employers for qualifications sought in prospective candidates
* Visited plant facilities to gain knowledge of their business and find appropriate candidates for positions
* Recognized and developed candidates that would fulfill the needs of our clients

**Advanced Finishing USA Erie, PA**

*Senior Capstone September 2014 – May 2015*

* Collaborated with the science department in a cross-functional team of 5 to introduce the design, development, and implementation of a new product
* Designed a business plan including marketing strategies and process improvement ideas

**General Electric Transportation Erie, PA**

*Engineering Infrastructure Intern October 2013 – April 2014*

* Enlarged and managed a new supplier specifications manual, as part of the supplier quality team
* Discussed appropriate regulations for purchasing from vendors to establish high quality standards
* Assisted with the transition to a new system by developing formulas in Excel to update data

**United States Army Corps of Engineers Pittsburgh, PA**

*Regulatory Department Intern May 2012 – August 2013*

* drawings to assure high quality standards of structures being built within our region

**VOLUNTEER**

Westinghouse Women in Nuclear, *Committee Member June 2016 – Present*

SAMPLE: Engineering student

**MICHAEL PERRY**

Until Dec. 15, 2015: mxp123@psu.edu After Dec. 15, 2015:

12 East 38th Street (724) 555-5432 123 Frederick Road

Erie, PA 16543 Baden, PA 15321

**OBJECTIVE**

A Mechanical Engineering position with interests in product design and computer applications

**EDUCATION**

**Bachelor of Science in Mechanical Engineering Technology GPA 3.10**

Penn State Erie, The Behrend College 12/16

Calculus with Diff. Equations Project Management Statics Dynamics

Finite Element Analysis Thermodynamics Physics Chemistry

**TECHNICAL EXPERIENCE**

**Engineering Senior Design, Allegheny Plastics, Leetsdale, PA 8/15 - 5/16**

Studied engineering problems identified by industrial sponsor; projects included:

\* Introduced and engineered a thermo former meeting sponsor specifications

\*Reverse-engineered and tested a low-pressure and high-volume pump

\*Created and tested a fully parametric Spray Rinse Tank Model on Pro/Engineer

**Engineering Internship, Allegheny Plastics, Leetsdale, PA 5/15 - 8/15**

Combined design and manufacturing internship, accomplishments included:

\*Worked with Senior Engineer to design Polypropylene Batch Pickling Plant tanks on AutoCAD and fully documented the design process

\*Communicated with shop employees to resolve problems encountered during assembly

**ACADEMIC EXPERIENCE**

**Design Project, Penn State Behrend, Erie, PA 9/14 - 5/15**

In conjunction with professional engineers and Penn State engineering faculty:

\*Designed and tested improvements to The Miller Manhandler man-rated work winch

\*Conducted stress analysis using Finite Element Analysis

\*Redesigned parts, selected materials, and prototyped design

**COMPUTER SKILLS**

PRO / ENGINEER AutoCAD Word UNIX Visio

Ansys Excel Project PowerPoint Access

**ACHIEVEMENTS AND ACTIVITIES**

Harding CNC lathe operator’s hands-on training course

American Society of Mechanical Engineers, Secretary of student chapter

Society of Manufacturing Engineers, Chapter 8 Bulletin Editor

Financed college by working 25 hours weekly during each semester

**OTHER EXPERIENCE**

**Salesman, Dick’s Sporting Goods, Erie and Cranberry, PA 10/13 - Present**

**Produce Clerk, T-Bones, Wexford, PA 7/11 - 10/13**

**Jordyn L. Ohio**

SAMPLE: Engineering student

123 Chestnut Street • Pittsburgh, PA 10004 • (412) 555-1234 • JLO123@psu.edu

**EDUCATION**:

Bachelor of Science in Electrical Engineering Major GPA 3.56

Behrend Honors Program Overall GPA 3.24

Penn State Erie, The Behrend College May 2019

**SPECIAL SKILLS**:

Bilingual – write and speak German

Dedication and motivation to make ideas a reality, completing projects and assignments early

Strong desire to learn, consistently seeking new knowledge with independent study and optional work

**ACADEMIC EXPERIENCE**:

 **Circuits and Devices Engineering Design and Graphics**

 **Control Systems Signals and Systems**

Acquired knowledge and understanding for bringing an idea to life through planning and experimentation by building a model car to meet specific standards

Analyzed electrical circuits, signal devices, and designed alternative component structures

Developed skills in logic design, digital systems, combinational and sequential circuit design

Worked in a team of 5 to identify a potential design project and sought industry sponsorship

**COMPUTER SKILLS**:

C++, C#, VB, P-Spice, Xilinx, Linux, Solidworks, CAD, Word, Excel, Access, PowerPoint

**ACTIVITIES**:

**Society of Women Engineers** – Member (2015-Current)

**Institute of Electrical and Electronics Engineers** – Member (2015-Current)

**Almy Hall Council** – Floor Representative – (2015-Current)

Related residents’ concerns to council to resolve issues in a practical and sensible manner

**Pennsylvania Junior Academy of Science** – Participant (2012-2015)

Earned second place for extending rechargeable battery life project in state competition

Designed projects and presented results in a formal environment

**Odyssey of the Mind** – Participant (2010-2014)

 Cultivated confident public speaking skills, presenting to audiences of 10 to 150

 Worldwide building competition to develop problem-solving skills using creativity and risk- taking

**AWARDS**:

 SciTech Scholarship Recipient (2015-Current)

DeFrees Family Scholarship for Behrend and Schreyer Scholars (2016-2017)

Harriet Behrend Ninow Memorial Scholarship awarded for academic excellence (2015-2016)

Bausch and Lomb Medal for Excellence in Science (2011)

**OTHER EXPERIENCE**:

 **Caterer**, Penn State Housing and Food Services, Erie, PA (August 2015-Current)

 **Housekeeper and Front Desk Clerk**, Ramada Inn, Pittsburgh, PA (July 2013-December 2014)

**Dog Walker**, The Crate Escape Pgh, Pittsburgh, PA (May 2013-August 2013

Linkedin.com/jordyn-ohio

SAMPLE: First Year Student

Engineering student

**Samantha Burke**

111 College Drive (555) 123-4567

Erie, PA 16555 szb5555@psu.edu

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**Objective:**

An engineering 2017 summer internship utilizing my skills in product design, testing, and manufacturing

**Education:**

**Penn State Erie, The Behrend College** Graduating May 2020

Bachelor of Science in Mechanical Engineering GPA 3.13

* Behrend Honors Program

**Taylor Allderdice High School** Graduated June 2016

AP Coursework: Chemistry and Calculus GPA 3.72

**Engineering Skills:**

Math and physics Problem-solving

Engineering calculations Creative thinking

Solid modeling and drafting Manufacturing materials and processes

**Technical Experience:**

**Draftsman** Pittsburgh, PA

**JSA Architecture** June 2016 - August 2016

* Assisted engineers and architects in the creation and modification of working drawings

**Computer Skills:**

 CREO, MathCAD, AutoCAD, Excel, Word, PowerPoint

**Work Experience:**

**Laborer** Pittsburgh, PA

**Adler and Sons Tree Service** June 2015 - Present

* Run heavy machinery and perform various methods of tree removal; problem-solve complex issues

**Crew Member** Pittsburgh, PA

**McDonald’s** June 2014 - August 2014

* Communicated customer requests with prep cooks; resolved customer concerns with orders
* Utilized time management by streamlining orders during peak hours and working as part of a team

**Activities/Interests:**

**Member** Erie, PA

**Society of Women Engineers** September 2016 – Present

**Participant** Pittsburgh, PA

**Pennsylvania Junior Academy of Science** January 2015 – June 2016

* Designed individualized scientific investigation and presented results in a formal environment, earning second place in state competition

**Participant** Pittsburgh, PA

**Odyssey of the Mind** October 2014 – June 2016

* Creatively solved problems in a team and designed structures in worldwide building competitions
* Developed innovative thinking skills and the ability to identify multiple solutions as well as set back

SAMPLE: Transfer student Engineering student

**Alexander R. Smith-Chappel**

 4567 Wood Haven Ave.

 Erie, PA 16501

ars5555@psu.edu

 (814) 897-5555

**EDUCATION**

**The Pennsylvania State University**, Erie, PA, Expected May 2019

* Major: Computer Science
* Minor: Management Information Systems
* Expected Certificates: Oracle eBusiness Suite; ERP with SAP
* Cumulative GPA: 3.64 / 4.00

**Clarion University**,Clarion, PA,Aug 2015-May 2016

* Computer Engineering and General Education courses
* Cumulative GPA: 2.95 / 4.00

**COMPUTER SKILLS**

C++ (advanced), MATLAB (advanced), Xilinx (beginner), AutoCAD (intermediate)

Access (intermediate), Dreamweaver (intermediate), Excel (advanced), Photoshop (intermediate)

**ACADEMIC PROJECTS**

**Bank Account System Project**

* Developed program using MATLAB for bank operation that involved new customer account creation, deposits and withdrawals, check balances, and a record of all functions in files
* Created functions and subfunctions, wrote loops, diagnosed problem areas

**Data Structures and Algorithms Project**

* Analyzed efficiency and implementation of common algorithms

**Voting Program Project**

* Designed and implemented voting program for local school district elections using Visual C++

**TECHNICAL EXPERIENCE**

**Double Click Systems, Volunteer**, Saint Marys, PA, Summers 2012-2014

* Gained experience with commercial and industrial computer systems
* Completed advanced component hardware repair and software installations
* Increased expertise in network protocols, including wireless

**AWARDS AND ACTIVITIES**

**Game Development Club, Participant**, Penn State Behrend, Aug 2016-Present

* Competed in 48-hour gaming marathon that raised money for children’s health
* Fundraised $550 for Saint Vincent Health System through Children’s Miracle Network
* Toured hospital facility to see firsthand how the money raised can help patients

**St. Mary’s Baseball Team, Athlete**, St. Mary’s, PA, Feb 2012-Jun 2015

* Three varsity letters, 2014 Spirit and Hustle award for Behrend Lions
* Two-time All Star for Pennsylvania American Legion

**Martial Arts Academy, Qualified Instructor**, St. Mary’s, PA, Jan 2007-Jun 2015

* Earned Black Belt after 8 years of training at Ryukyu Hon Kenpo-Kobujutsu Academy

**Community Leadership Team, Project Manager**, St. Mary’s, PA, Jun 2014-Jun 2015

* Managed project of remodeling Saint Mary’s Area HS Sports Complex

**OTHER EXPERIENCE**

 **A-One Painting and Sandblasting, Contractor’s Assistant**, Saint Mary’s, PA, Summers 2011-2014

SAMPLE: Engineering student

**Erica L. Nick**

EricaLynNick@abcd.com 123 Main Street

814-555-5556 Erie, PA 16555

**OBJECTIVE**

An Engineering Sales Associate position using my communication skills and technical knowledge

**EDUCATION**

 **Plastics Engineering Technology**¸ Bachelor of Science OverallGPA 3.30

* Penn State Erie, The Behrend College Graduation 12/16
* Dean’s List Spring and Fall 2015

**Design and Processing EXPERIENCE**

 **Engineering Internship; Zurn Industries, Commerce, TX**  5/16 – 8/16

* Developed lean manufacturing tools and information boards for extrusion department
* Determined alternative uses for scrap PEX material, presented findings to managers
* Designed alignment system for online gauge
* Assisted with improvements for film wrapping of finished coils
* Improved training aides and manuals for extrusion recoil equipment
* Established safety guidelines for extrusion operators and conducted training

 **Senior Design Project; Penn State Behrend, Erie, PA** 8/15 – 05/16

* Researched the performance of plastics exposed to ultraviolet radiation
* Designed and conducted experiment, analyzed data and authored report
* Presented “Investigating How Stress Will Affect the Weatherability of Plastic Materials” at

ANTEC 2015 to audience of over 75 attendees

**Teaching and Research Experience**

 **Injection Molding Workshop Presenter; Penn State Behrend, Erie, PA** 1/16 – 5/16

* Taught fundamentals of injection molding processing techniques
* Presented training seminars, created a hands-on learning environment

 **Teaching Assistant; Penn State Behrend, Erie, PA** 8/15 – 5/16

* Assisted in teaching Plastic Processing and Statistical Methods
* Prepared lab equipment and instructed students in proper use

 **Researcher and Grant Writer; Penn State Behrend, Erie, PA** 8/15 – 12/15

* Prepared detailed information on multiple testing methods for plastic
* Compiled information into a PowerPoint and presented to faculty committee
* Researched Thermoformers and companies in search of a machine
* Prepared grants to begin a thermoforming elective
* Recipient of SPE Foundation/Thermoforming Division grant

**COMPUTER SKILLS**

FEA ANSYS MoldFlow Pro Mechanica Excel/Access

 Pro Engineer Wildfire Pro Mold Project PowerPoint/Word

**ACTIVITIES**

Thermoforming Conference, Milwaukee, Wisconsin, Attendee 4/16

Society of Plastic Engineers (SPE), Member 8/13 – Present

* President 5/15 – 5/16

Society of Women Engineers (SWE), Member 8/13 – Present

* Secretary 8/14 – 5/15

Venango Chamber Orchestra, Tuba Player 8/12 – 8/14

**Matthew Wilson**

SAMPLE: Engineering student

mww555@psu.edu • 555 North Street, Oil City, PA 16555 • 814-555-5678

**Education**

**Penn State Erie, The Behrend College**

Computer Engineering, Bachelor of Science

Certificate in Game Development: Technical Programming

Expected Graduation: May 2018

GPA: 3.31/4.00

**Technical Experience**

**IT Intern,** Pennsylvania Department of Transportation District 1, Oil City, PA

Summer 2015, Winter Breaks 2014 and 2015

* Provided computer technical support for District office and surrounding counties
* Assisted in the re-wiring of Centerville Training Center as part of IT team
* Supported individuals during the county technical asset inventory

**Academic Experience**

**Electrical Circuitry**

* Completed Microelectronics, Advanced Digital Design, Microprocessors, Advanced Programming using C++, VHDL, and MIPS

**Advanced Digital Design**

* Built a bank that would count various coins dropped in and give a total of the money
* Used motion sensors, operation amplifiers, FPGA board, and VHDL code

**Technical /Computer Skills**

* C++, VHDL, Front Page, MOUS certified, PSpice, Xilinx, Excel, Access, Word, PowerPoint
* Computer hardware and software knowledge, including installation and troubleshooting
* Experience with computer networking, such as Lan, Wireless, and Cisco systems

**Leadership Experience**

**Vice President**, Game Developer’s Club, Penn State Behrend

August 2015 – Present

* Assist with facilitating club meetings for up to 20 members, give announcements and updates
* Recruit students who want to develop gaming skills and communicate benefits of participation
* Research possible game development projects to be completed by team

**Teacher’s Assistant**, Public Speaking Course, Penn State Behrend

January 2016 – May 2016

* Helped teach 30 students the fundamentals of public speaking and speech techniques
* Created and delivered lesson workshops to teach various speech types and common pitfalls

**Other Experience**

**Student Worker,** Dobbins, Penn State Behrend

August 2014 – Present

* Direct student employees to provide quality service while maintaining a safe work setting
* Resolve initial scheduling and customer complaints; refer cases to professional staff as needed when suggested solutions are not agreeable

**Front End Associate/Pharmacy Help**, Eckerd Pharmacy, Erie, PA

February 2013 – August 2014

* Verified prescriptions to ensure accuracy and answered customer questions

SAMPLE: H & SS student

**Danielle Commons**

**2333 Riverside Drive ~Erie, PA 16555 ~ 617-475-5555 ~ dmc5000@psu.edu**

**OBJECTIVE:** Seeking an editing position at Penguin Random House in New York upon graduation

**EDUCATION:** **Bachelor of Fine Arts in Creative Writing, concentration in Literature and Theatre** G.P.A. 3.47

 **The Pennsylvania State University, Erie, PA** May 2017

 Dean’s List (Spring 16, Fall 15, Spring 14)

 High Achievement Award by Association of Black Collegians

**WRITING Assistant Editor** September 2015 to Present

**EXPERIENCE: Lake Effect, Erie, PA**

Evaluating poetry, fiction, and non-fiction submissions for publication

Determining clarity, impact of message, and aesthetics of language

Proofreading final copies for any minor errors

Soliciting and corresponding with writers to derive more effective work

**President / Editor-in-Chief** September 2014 to Present

 **Roundtable Society, Erie, PA**

Assessing and publishing work submitted to *RS Review* (Undergraduate Literary Magazine)

Corresponding with sponsors for the Undergraduate Literary Magazine

Planning, organizing, and hosting Open Mic-Nights and Writer’s Sessions

Promoting and advertising events seasonally

**Contributing Writer** September 2013 to Present

 **Behrend Beacon, Erie, PA**

Periodically researching and writing articles, conducting interviews, and editing content

Assisting with the layouts of the newspaper

 **Copy Editor** May 2014 to August 2014

 **CSR (Children’s Services of Roxbury), Boston, MA**

Assisted in creatively improving the corporate website and newsletters

Proofread brochures and promotional flyers to reflect accuracy and consistency

Built and maintained excellent relationships with involved families

**LEADERSHIP Assistant Director / Stage Manager** January 2015 to May 2015

**EXPERIENCE: Director’s Circle Theatre, Erie, PA**

Surveyed blocking and any script changes

Assisted the director in managing rehearsals

Managed prop placement, including pre-set before performances

 **President** September 2014 to May 2015

 **Perry Hall Council, Erie, PA**

Planned and organized Perry Hall social events

Established new and innovative creative projects to engage new residents and build community

Wrote and monitored Student Government funding proposals, resulting in $2500.00 grants received

**LEGAL Executive Assistant** May 2014 to December 2014

**EXPERIENCE: Law Firm of Susan K. Howards, Brookline, MA**

Organized, then proofread criminal cases, maintained electronic databases and prepared legal briefs

Corresponded with clients and sustained excellent relationships

**ADDITIONAL Languages: English (fluent), French (fluent), Hindi and Latin (advanced)**

**SKILLS/ Computer: Microsoft Office Suite; Adobe PageMaker, InDesign, Photoshop**

**ACTIVITIES: Community Service: Samaritans of Boston, Shopping Program for the Elderly, PEPP Tutoring**

**HANNAH L. SENAT**

SAMPLE: H & SS student

Until May 15, 2016: Penn State Behrend, Box 12345, Erie, PA 16563

After May 15, 2016: 123 Daffydown Lane, McMurray, PA 15555

hannah5555@yahoo.com

216-555-5555

**EDUCATION**

**Bachelor of Arts in Communication3.53 GPA**

Penn State Erie, The Behrend College May 2018

* Minor in Marketing
* Certificate in Public Relations

**COMMUNICATIONS EXPERIENCE**

**Humanities and Social Science Advocate, Academic and Career Planning Center (ACPC)**

Penn State Erie, The Behrend College August 2016 – Present

* Communicate the value of ACPC services through classroom presentations and outreach
* Promote departmental events using social media, including Facebook and LinkedIn
* Contribute relevant articles to newsletter publications and department website

**Special Events Intern, Autism Society**

Northwestern Pennsylvania May 2016 – August 2016

* Developed brochures and posters to increase written communication with parents
* Created advertisements and invitations for special events within the community
* Prepared and coordinated various event fundraisers, including the Autism Walk

**Receptionist/Office Assistant, Coldwell Banker Real Estate**

McMurray, Pennsylvania May 2015 – August 2015

* Competently assisted multi-million dollar producers in organizing paperwork
* Diligently supported Administrative Assistant in general office tasks

**COMPUTER SKILLS**

 Final Cut Pro – Photoshop – Sound Forge – Word – Excel – PowerPoint – Publisher – Access

**LEADERSHIP EXPERIENCE and ACTIVITIES**

Head of Formal Chair, Lion Ambassadors Fall 2015 – Spring 2016

* Planned and executed end-of-year formal for up to 60 individuals
* Served on the Executive Board, collaborated to make major organizational decisions

Resident Assistant, Penn State Erie, The Behrend College Fall 2015 – Spring 2016

* Manage a residence hall of 48 diverse undergraduate students
* Conduct monthly meetings to discuss events, concerns and developments to ensure that students are knowledgeable of all pertinent information

**HONORS and AWARDS**

Omicron Delta Kappa, National Leadership Honor Society, Fall 2016 – Present

Dean's List Fall 2015, Spring 2016

Lambda Sigma, Sophomore Honor Society, Academic Year, 2015 – 2016

www.linkedin.com/pub/hannahsenat

**Traditional companies may prefer**

**traditional résumés**

DESIGNED RESUMESAMPLE

**HANNAH L. SENAT**

216-555-5555

hannah5555@yahoo.com

Until May 15, 2016:

Penn State Behrend, Box 12345, Erie, PA 16563

After May 15, 2016:

123 Daffydown Lane, McMurray, PA 15555

INTEREST AREAS

Advertising

Video Production

Public Relations

Marketing

COMPUTER SKILLS

Final Cut Pro

Photoshop

Sound Forge

PowerPoint

Publisher

Access

Excel

Word

HONORS and AWARDS

Dean's List

Academic Year 2015-2016

Omicron Delta Kappa,

National Leadership Honor Society

Fall 2016- Present

Lambda Sigma,

Sophomore Honor Society

Academic Year, 2015-2016

EDUCATION

Penn State Erie, The Behrend College

Graduating May 2018

Bachelor of Arts in Communication

Minor in Marketing

Certificate in Public Relations

3.53 GPA

COMMUNICATIONS

EXPERIENCE

**Humanities and Social Science Advocate**

**Academic and Career Planning Center (ACPC)**

Penn State Erie, The Behrend College

August 2016 – Present

Communicate the value of ACPC services through classroom presentations and outreach

Promote departmental events using social media, including Facebook and LinkedIn

Contribute relevant articles to newsletter publications and department website

**Special Events Intern**

**Autism Society**

Northwestern Pennsylvania

May 2016 – August 2016

Developed brochures and posters to increase written communication with parents

Created advertisements and invitations for special events within the community

Prepared and coordinated various event fundraisers, including the Autism Walk

**Receptionist/Office Assistant**

**Coldwell Banker Real Estate**

McMurray, Pennsylvania

May 2015 – August 2015

Competently assisted multi-million dollar producers in organizing paperwork

Diligently supported Administrative Assistant in general office tasks

LEADERSHIP

EXPERIENCE

**Head of Formal Chair**

**Lion Ambassadors**

Fall 2015 – Spring 2016

Planned and executed end-of-year formal for up to 60 individuals

Served on the Executive Board, collaborated to make major organizational decisions

www.linkedin.com/pub/hannahsenat

**Consider company culture and position when preparing a designed résumé format**

SAMPLE: FIRST YEAR STUDENT

H & SS student

**Elizabeth Turner**

111 College Drive (555) 123-4567

Erie, PA 16555 adt5555@psu.edu

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**Objective:** To obtain a Summer 2017 internship at the Multicultural Community Resource Center in Erie

**Education:**

**Penn State Erie, The Behrend College** Graduating May 2020

Bachelor of Arts in Political Science

Minor in International Studies

Certificate in Crime, Psychology, and Public Policy

Behrend Honors Program

**Gannon University** January 2016 - August 2016

Dual EnrollmentCoursework: North American politics and International Relations

**McDowell High School** Graduated June 2016

AP Coursework: English and Psychology Cumulative GPA 3.92

**Academic Experience:**

**North American Politics** Summer 2016

Studied international relations between United States and Canada, with a focus on comparing government institutions, election systems, federalism and regionalism

* Completed a research paper detailing the events at Fort York during the War of 1812
* Spent one month within Toronto, Canada to experience first-hand differences between the political cultures of both countries

**International Relations** Spring 2016

* Examined and presented specific theories of international behaviors through research and reporting
* Took the lead of final group project by compiling research on international views of nuclear weapons

**Leadership Experience:**

**E-Board Member, Reality Check** August 2016 - Present

* Organize volunteer opportunities and offer time and assistance within the Erie community
* Schedule and verify travel arrangements for a group of over 20 individuals
* Interact with a variety of populations through service projects

**Fundraiser, Grassroots Campaign** Summer 2015

* Served as Team Lead to a group of twelve canvassers, cashing out and logging final earnings for my team
* Consistently met quotas and demonstrated poise while engaging people on the street to raise funds

**Computer Skills:**

 Excel, Publisher, PowerPoint, internet research using ProQuest, and Word

**Other Experience:**

**Laborer, Adler and Sons Tree Service** May 2015 - Present

* Operate heavy machinery and perform various methods of tree removal

**Server, Eat n’ Park Family Restaurant** May 2014 - August 2015

* Used communication skills to resolve customer issues and receive compliments graciously

SAMPLE: H & SS student

**Alex Turnbull**

555 Cherry Street, Apt 1 • Erie, Pennsylvania 16555 • (814) 555-6677 • axt555@psu.edu

**Education**

The Pennsylvania State University – Erie, PA Expected 05/17

Bachelor of Arts in Psychology Overall GPA 3.35

* Certificate in Behavioral Health Counseling Psychology

**Human Services Experience**

**­­­­­­­**Mentor, Big Brothers Big Sisters 06/15 – Present

* Serve as a role model to four local children from single parent families
* Support children by providing positive social and recreational rapport-building opportunities

Youth Mentor, Penn State Educational Partnership Program (PEPP) 02/14 – 5/14

* Supported at-risk students at Wayne Elementary School by providing academic tutoring within a structured setting
* Discussed ways to improve themselves and their behavior through positive relationships

**Customer Service Experience**

**­­­­­­­­­­­­­­­­­­­­­­­­­**Sales Clerk, Giant Eagle, Erie, PA 06/13 – Present

* Provide customers with friendly service and assist them with purchases
* Assist management in organizing and monitoring inventories for three separate departments

Sales Associate, Dick’s Sporting Goods, Erie, PA 09/11 – 05/13

* Worked directly with department managers to complete plan-o-gram product set up
* Reduced waste and shrinkage by 5% in three months by increasing inventory tracking
* Set and exceeded daily and weekly sales goals for my department

**Research**

Presenter, International Congress of Psychology Conference 09/15

* Presented *Personality Factors Contributing to Bullying within Middle School Students* to an international audience within South Africa

Researcher, Independent Study 08/14 – 05/15

* Conducted research on personality factors and forms of bullying within middle school and high school students
* Presented at Western Pennsylvania Sigma Xi Research Conference 04/15

**Activities / Certifications / Clearances**

Psi Chi National Honor Society 08/15 – Present

CPR Certification 12/13

First Aid Certification 12/13

Act 33/34 Clearances 10/13

**Computer Skills**

SPSS; Microsoft Excel, PowerPoint, Word, Access; Adobe Photo Shop

SAMPLE: H & SS student

**Noor Yarnall**

NRY5029@psu.edu 111 Sample Flats Road

814-888-8888 Corry, PA 11111

**OBJECTIVE**

To obtain the Content Production Internship at Trailer Park, Inc in Hollywood, CA for Summer 2017

**EDUCATION**

**The Pennsylvania State University: Erie, PA December 2018**

* Bachelor of Arts in English: *Literature, Film, and Culture Option*
* GPA: 3.29 - Dean’s List: Fall ’15, Summer ’16, Fall ’16
* Graduating one semester early

**ACADEMIC EXPERIENCE**

**Ethics Project Fall 2016**

* Researched and presented information to peers regarding ethical dilemmas including laws on euthanasia, abortion, underage drinking, and drug misuse

**Paradise Lost Research Project Spring 2016**

* Completed extensive research identifying relevant uses of The Bible in *Paradise Lost*
* Created in-depth analysis of the presence of *Paradise Lost* and The Bible in *Frankenstein*
* Identified relevant sources and analyzed information presented by various authors and critics

**Critical Reading and Analysis Fall 2015**

* Conducted research on classic and modern theories, then analyzed and critiqued current events in comparative, persuasive essays
* Received training in writing arguments with supporting details

**VOLUNTEER EXPERIENCE**

**Multicultural Community Resource Center: Erie, PA January 2016 – May 2016**

* Tutored foreign middle and high school students from Iran, Iraq, Kuwait, and Puerto Rico.
* Helped with school work and teaching English as a second language
* Used precise language to avoid misinterpretation, while facilitating clear communication
* Gained insight into different cultures and viewpoints, as well as received a unique perspective on students’ perceptions of being labeled an outsider or viewed as a terrorist

**Christmas in July, Samaritan’s Purse: Houston, TX July 2015**

* Prepared hundreds of gift-filled shoe boxes to benefit children in over ninety-five countries

**ACTIVITIES**

* Freshman Hall Council: Debated and discussed issues affecting residents
* Intramural Sports: Volleyball and basketball
* St. Thomas the Apostle Church: Member, active in Campus Ministry Mass

**WORK EXPERIENCE**

**Applebee’s Restaurant: Erie, PA August** **2014 – Present**

* Offering customer service while multitasking in a hectic environment
* Developing conflict resolution skills in maintaining customer satisfaction
* Gained confidence in making sound decisions, enforcing policies, and communicating effectively

 **Jessica Yahn**

SAMPLE: Education student

5555Anywhere Avenue \* Erie PA 16563 \* 814.555.5555 \* xyz123@gmail.com

**EDUCATION:**

Penn State Erie, The Behrend College May 2016

Bachelor of Arts in Childhood and Early Adolescent Education GPA 3.58

Minor in Special Education

**CERTIFICATION:**

* Pennsylvania Preschool – Grade 4 Elementary Teaching Certificate

**TEACHING EXPERIENCE:**

**Student Teacher**

 Hubbard Elementary School, Chicago, IL Spring 2016

* Designed and implemented lesson plans for third and fourth grade classes introducing geometry and basic algebra using mathematics software
* Motivated students to enjoy math by inviting speakers to class who use math in their careers
* Assessed students' progress daily in math concepts
* Utilized Microsoft Excel spreadsheet software to record grades

**Teaching Practicum**

Wattsburg Elementary School, Erie County, PA Fall 2015

* Designed and implemented developmentally appropriate activities for first grade students
* Included opportunities to increase vocabulary as well as concrete math activities

**Assistant** **Teacher**

Migrant Education Program, Brown City, IN Summers 2014-2015

* Taught arithmetic, reading, and physical education to bilingual students in groups of 10-20
* Provided basic computer instruction and utilized software for remedial education

**Classroom Aide**

YMCA Preschool, Erie County, PA Fall 2013

* Constructed classroom activities for language development and concrete math manipulatives

**EDUCATION RELATED EXPERIENCE:**

**Tutor**

Boys & Girls Club, Erie, PA October 2012-Present

* Volunteered to assist in the implementation of the "Math is Fun" Program for troubled youths
* Organized annual mathematics Olympics in a team with 8 professionals
* Coached second through fourth graders in math concepts using concrete materials

**Summer Camp Coordinator**

Math in the Park: Chicago Inner city Education Society, Chicago IL Summer 2013

* Developed daily curriculum for math camp
* Implemented camp program with over 100 children (ages 6-12)

**COMPUTER & LANGUAGE SKILLS:**

* Mathematics software: Geometer's Sketchpad, Geometric Supposer, Logo and Derive
* Microsoft Office Suite, Prezi, Dreamweaver
* Conversational knowledge of Spanish

John R. Somers

SAMPLE: Science student

jrs4444@psu.edu

444 Park Road, St. Mary’s, PA 15857

(814) 444-4444

**EDUCATION**

 Penn State Erie, The Behrend College

Expected Graduation May 2019

 Bachelor of Science in Chemistry

* Biochemistry Option
* GPA: 3.64 / 4.00

**TECHNICAL EXPERIENCE**

 Laboratory Technician, Penn State Behrend, Spring 2016 – Present

* Schedule and supervise student workers
* Act as Safety Coordinator for the Chemistry and Physics Departments
* Prepare undergraduate chemistry and physics labs
* Organize equipment, mix and standardize acid and base solutions, dispose of hazardous waste, maintain lab equipment and troubleshoot for faculty lab set-up

Undergraduate Research Assistant, Penn State Behrend, Fall 2015 – Spring 2016

* Used a scanning electron microscope to analyze zeolite thin films, while using a UV/Vis spectrophotometer to analyze their level of dye loading
* Studied properties of ZSM-5 zeolites, focusing research on the synthesis of zeolite thin films and maximizing their dye loading ability with Brooker’s merocyanine
* Presented research at National Conference on Undergraduate Research (NCUR), 2015and Penn State Behrend Undergraduate Research Conference, 2016

**LABORATORY EXPERIENCE**

Spectroscopy: Nuclear Magnetic Resonance, Fluorescence, Mass, Infrared, UV/Vis and

Atomic Absorption

Organic Synthesis, DNA and RNA extraction, Hydrogen Reduction

**COMPUTER SKILLS**

ChemDraw, BLAST, Oscail, Microsoft Office (PowerPoint, Outlook, Excel, Word)

**ACTIVITIES**

American Chemical Society Member, Fall 2015 – Present

 Penn State Behrend Chemistry Club, Fall 2015 – Present

Penn State Behrend Baseball, Fall 2015 – Present

* Spirit and Hustle award, 2015/2016 Academic Year

Martial Arts, 8 years training

* Black Belt, Ryukyu Hon Kenpo-Kobujutsu
* Qualified instructor

**OTHER EXPERIENCE**

 Lighting Technician, A-One Lighting, Erie, PA, Summers 2014 – 2015

* Responsible for the removal, replacement and repair of fluorescent lighting fixtures throughout businesses within New York and Pennsylvania

SAMPLE: Nursing student

**Amanda L. Benson**

1234 Summer Ave. \* Corry, PA 16555 \* (814) 555-1234 \* alb5555@psu.edu

**OBJECTIVE**

A nursing position with an interest in pediatrics or orthopedics

**EDUCATION**

The Pennsylvania State University, Erie, PA

* **Bachelor of Science in Nursing** Expected 5/17(GPA 2.99)
* **Associate of Science in Nursing** Graduated 5/15 (GPA 2.94)

**CLINICAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| Pediatric  | Intensive Care  | Critical Care  |
| Orthopedic  | Pediatric Mental Health  | Medical Surgical  |
| Cardiovascular Intensive Care | Adult Mental Health  | Oncology  |
| Neurological  | Emergency Department  | Geriatric  |
| Cardiac Rehabilitation  | Surgical | Obstetric  |

* Completed rotations at Saint Vincent, Millcreek Community, and UPMC Hamot hospitals
* Conducted nursing assessments with appropriate documentation on assigned patients
* Administered medications to assigned patients and monitored progress
* Provided patient education and self-care demonstrations
* Exceeded expectations in professionalism by balancing care and efficiency

**CERTIFICATIONS**

NCLEX (6/16)

Advance Cardiac Life Support (4/15)

Basic Life Support (9/13)

**LEADERSHIP EXPERIENCE**

Reality Check (Volunteer and Service Learning)

* President (8/15-05/16)
* Vice President (8/14-08/15)

**COLLEGE ACTIVITIES**

Joys of Nursing Club (8/14-Present)

Protestant Campus Ministries (8/14-Present)

Trigon (9/13-Present)

**COMMUNITY INVOLVEMENT**

Habitat for Humanity, Volunteer, Erie, PA (9/12-Present)

AMBA Blood Screening, Volunteer, Corry, PA (4/15, 4/16)

* 1. our Famine, Fundraising Volunteer, Erie, PA (2/13, 2/14)

Presbyterian Disaster Assistance, Volunteer, Gulfport, MS (3/13)

**OTHER EXPERIENCE**

Augie’s Pizza, Food Service Employee, Corry, PA (7/11-Present)

**BRANDON A. GLENHILL**

SAMPLE: Science student

1234 Sunrise Lakes Drive • Erie, PA 15555 • (814) 555-5555 • bglenhill@hotmail.com

**BIOLOGY EXPERIENCE**

**Biology Intern**, PA Department of Environmental Protection, Erie, PA (5/2016 to 8/2016)

* Assisted biology faculty at Penn State in assessing the abundance, levels, and growth in density of invasive species in regional waterways
* Collected data and assisted with study and removal of invasive species
* Conducted extensive research and created reports; presented findings to department research team and at regional staff training program

**Research Project**, Penn State Behrend, Erie, PA (9/2015 to 5/2016)

* Conducted studies on the effectiveness of antimicrobial coating on handrails around campus
* Collected samples weekly to test microbial and silver concentrations on each handrail
* Recommendations were made, outlining the effectiveness for potential use in the future

**TECHNICAL SKILLS**

Scanning Electron Microscope Field Collection Gas Chromatography

Polymerase Chain Reaction (PCR) DNA Sequencing Tissue Culture Techniques

Microbiological Culturing Autoradiography Fluorescent Staining

**COMPUTER SKILLS**

SAS, MATHCAD, Front Page, HTML, Excel, Access, PowerPoint, Publisher

**ACTIVITIES and COMMUNITY INVOLVMENT**

Biology Club, Member, President (Member since 2015; President 2016 to Present)

* Run meetings and delegate responsibilities to other members, when needed
* Supervise members to ensure delegated tasks and projects are completed according to specification

Greener Behrend Club, Member (9/2014 to Present)

* Plan and organize events to educate students on sustainability issues within the campus
* Implement strategies to encourage campus participation in ecological sustainability

Habitat for Humanity, Volunteer (9/2014 to Present)

* Serve as a volunteer teacher for educational programs within Youth Activities
* Volunteer on the construction team for projects around the Erie community

Brevellier Village, Activities and Programming Aide, Erie, PA (6/2014 to 6/2016)

**EDUCATION**

The Pennsylvania State University, Erie, PA Expected May 2018

**Bachelor of Science in Biology** Minor in Chemistry

**OTHER EXPERIENCE**

Fairview High School, Lifeguard, Erie, PA (9/2013 to 6/2014)

Kwik Fill Minimart, Clerk, Erie, PA (6/2013 to 9/2013)

**MATTHEW B. TIGRESS**

SAMPLE: Science student

6543 Jamesway Court

Erie, PA 16555

814-555-5555

mbt5999@psu.edu

**CAREER OBJECTIVE**

Seeking employment in applied mathematics or statistical methods in quality assurance

**EDUCATION**

**Mathematics (Business Option), Bachelor of Science 3.68 Overall GPA**

Penn State Erie, The Behrend College (PSB) May 2017

Certificate in Actuarial Mathematics and Statistics 12 credits

Emphasis in Logistics and Management 10 credits

**RELEVANT EXPERIENCE**

 **Mathematics Tutor**, Learning Resource Center, (PSB) (Sep 2014 to Present)

Assisted college students in groups and on a one-to-one basis in various areas of mathematics ranging from basic college algebra to calculus and analytic geometry

 **Actuarial Intern**, Erie Insurance Group, Erie, PA (May 2016 to Aug 2016)

Completed data input and analysis using multiple SPSS custom syntax procedures

Conducted surveys and analyzed loss classes to determine outliers

Assisted in data exhibits and report creation for executive-level presentations

**RELEVANT COURSEWORK**

Logistics Systems ANOVA/MANOVA Real Analysis I

Statistical Analysis I, II Abstract Algebra Vector Analysis

Regression Analysis Matrices Strategic Planning

Completed projects in regression and multiple regression analysis, developed predictive models from complex data sets

Conducted analytical studies in operations research and manufacturing efficiency

Worked in a team to create a mock company’s strategic plan, including budget forecasts and expense tracking and analysis

**OTHER EXPERIENCE**

 **Cashier**, Country Fair Convenience Store, Erie, PA (Summers 2014 and 2015)

Developed patience and improved communication skills dealing with diverse customers

Demonstrated responsibility opening and closing the store with manager supervision

 **Assistant Manager**, Dairy Queen, Erie, PA (Dec 2012 to Aug 2013)

Trained new employees, scheduled work hours, resolved staff conflicts

Prepared payroll when manager was away from store

**HONORS AND ACTIVITIES**

Omicron Delta Kappa, National Leadership Honor Society, PSB (Apr 2016 to Present)

Treasurer and Executive Board Member (Apr 2016 to Present)

Mathematics Club, PSB (Sep 2013 to Present)

Volunteer, Math Options Career Day (Every May 2014 to Present)

LinkedIn available atlinkedin.com/matthew-tigress

SAMPLE: Non-traditional student

**Cheyenne Junker** 123 Main Street, Erie, PA 15555

LinkedIn: linkedin.com/in/cheyennejunker (814) 555-5555, caj5555@psu.edu

**BUSINESS EXPERIENCE:**

Admissions Assistant

Penn State Erie, The Behrend College, Erie, PA Sep. 2015 to Present

* Assist financial aid and admissions counselors, students, and parents with proper procedures
* Interact skillfully with parents and students when discussing personal financial concerns
* Organize major mailing and recruitment projects efficiently, before deadlines and without errors

Rover

Adecco Temp - Assignment at Eriez Magnetics, Erie, PA Jul. 2013 to May 2015

* Completed special projects for engineering and human resources departments
* Performed secretarial support in engineering, including data entry and reports
* Provided vacation or sick leave relief and served as switchboard and mailroom back up

Production Secretary

Adecco Temp - Assignment at Lord Corporation, Erie, PA Oct. 2010 to May 2013

* Worked extensively with Word, Excel, Access, PowerPoint, Outlook and Mainframe systems
* Had organizational responsibilities for over 200 employees
* Purchased supplies after soliciting competing bids
* Matched invoices with packing slips and reconciled credit card purchases

Accounting Clerk, Construction Coordinator, and Maintenance Manager

Patterson-Erie Corporation, Erie, PA Feb. 2009 to Sep. 2010

* Maintained completely the accounting records for 6 Burger King Restaurants
* Coordinated and set maintenance priorities for 39 Burger King Restaurants
* Facilitated communications with vendors and purchasing departments
* Assisted with the purchase process for new equipment and contracts for construction
* Verified delivery dates and times for equipment purchases
* Traveled to store to verify equipment received for new and remodeled restaurants

Switchboard Operator and Mailroom Clerk

Patterson-Erie Corporation, Erie, PA Jul. 2005 to Feb. 2009

* Conducted parts inspection with customer and government specifications
* Provided administrative support to multiple departments

**EDUCATION:**

General Arts and Sciences, B.A., Penn State Erie, The Behrend College May 2017

* Social and Behavioral Sciences Focus

General Business, A.S., Penn State Erie, The Behrend College May 2015

Math and Accounting Coursework, Community College of Allegheny County 2004 to 2005

**ACTIVITIES AND HONORS:**

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| --- |
| * Penn State Behrend Dean’s List (4 semesters)
 |
| * President, Behrend Returning Adult Student Organization
 |
| * Joseph H. De Frees Scholarship Award
 |
| * Volunteer, Erie Planetarium
 |
| * Den Leader, Pack 79 Cub Scout
 |
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