

SMART STUDENT

1235 Southside Blvd. #777 • Jacksonville, FL 32256 • (904) 555-9876 • computerman@star.com

OBJECTIVE

Co-op or Internship position in the field of Computer Information Science

EDUCATION

UNIVERSITY OF NORTH FLORIDA, Jacksonville, Florida

Masters of Computer Science Expected Graduation: May 2011

Bachelor of Science in Computer and Information Sciences Program

Emphasis in Information Systems, **May 2007**

3.8 G.P.A. Dean's List

COMPUTER SKILLS

Microsoft Excel

Microsoft Access

Adobe PageMaker

Microsoft Power Point

Adobe PageMaker

Adobe Acrobat

RELATED COURSEWORK

Intro to C - introduction to C programming; types, operations, and expressions

File Structures - focuses on business-oriented file processing and storage techniques

Intro to System Structures - computer structure, machine language, instruction execution

Intro to Systems Software – system and utility programs, programming techniques

QUALIFICATIONS

- Excellent written and oral communication
- Experience working in a team oriented setting
- Adept at following complex directions
- Hard worker who is eager to learn and apply education

WORK EXPERIENCE

LONGHORN STEAKHOUSE, Jacksonville, Florida

Customer Service and Sales May 2005 – present

- Provide customer service,
- Employee of the Month honor received four times since employment began

GATEWAY INTERNATIONAL, Jacksonville, Florida

Customer Service and Relations December 2003 – April 2005

LIONEL HUTZ

1235 SOUTHSIDE BLVD. #777
JACKSONVILLE, FL 32256
HOLLYWOOD@STAR.COM
904 864-1234

OBJECTIVE To obtain an Internship or Co-op position in Electrical Engineering

EDUCATION **Bachelor of Science in Electrical Engineering**, Expected May 2011
University of North Florida, Jacksonville, Florida
3.5 GPA

RELATED SKILLS

Engineering
Entry-level knowledge of electricity and electronic circuits

Computer Languages
General C programming knowledge

Software
Experience in Windows, Microsoft Office

Hardware
General knowledge of PCs and network assembly

RELATED COURSE WORK

Intro to C Programming
• General knowledge of basic C functions and programming procedures

Microcomputer Applications Software
• Basic knowledge of computers, networking and systems software

Basic Circuit Theory
• Basic analysis of DC and AC electric circuits

Electric Network Theory
• Analysis of two-port networks transmitting sinusoidal signals, Laplace techniques

HONORS

- Awarded Bright Futures Scholarship for High School Academics
- North Florida Engineering Scholarship
- Golden Key National Honor Society

WORK EXPERIENCE

AMC Theaters, Jacksonville, Florida May 2006- Present

General Manager

- Supervise a staff of 15 to 20 employees
- Manage daily operations
- Successfully created team oriented environment
- Demonstrate effective leadership skills

BART SIMPSON

5500 UNIVERSITY BLVD. • JACKSONVILLE, FLORIDA 32255
PHONE (904) 555-1234 • FAX (123) 098-7654 • Rodneedsajob@domain.com

OBJECTIVE

Summer Internship related to the mechanical engineering field

EDUCATION

University Of North Florida
Bachelor of Science in Mechanical Engineering Program
Expected date of graduation: May 2011

SKILLS

| | |
|---|------------------------|
| WINDOWS OPERATING SYSTEMS | HTML |
| CAD key | Java |
| Microsoft Word | Microsoft Excel |
| Fluent in German | |
| Familiar with operation of lathes and milling machines | |

COURSE WORK

Analysis of Dynamic Systems
Strength of Material
Mechanical Systems Lab
Strong foundation of statistics and mathematics

OTHER EXPERIENCE

| | |
|--|---------------|
| Granger Lawn Care Service, Jacksonville, Florida OWNER/OPERATOR <ul style="list-style-type: none">• Provided excellent customer service• Supervised and trained employees | Summers 08-09 |
| University of North Florida, Jacksonville, Florida UNF HOMECOMING COMMITTEE CHAIR <ul style="list-style-type: none">• Organized fund-raiser for homecoming• Planned event for over 400 guests• Responsible for execution of ideas and set-up | 2009-2010 |

HONORS

- Edsel Ford Scholarship for Innovation in Design
- Earl Greef Memorial Scholarship
- National Merit Scholar

MARTIN LAWRENCE

1235 Southside Blvd. #777
Jacksonville, FL 32256
(904) 555-9876
Hollywood@star.com

- OBJECTIVE** A Co-op or Internship position in the field of Civil Engineering
- EDUCATION** UNIVERSITY OF NORTH FLORIDA, Jacksonville, Florida
Enrolled in Bachelor of Science in Civil Engineering Program
Expected Date of graduation: May 2012
- HONORS** Dean's List all three semesters, 2009
Awarded 75% Merit Scholarship for Academics, 2008
Two-time first place winner in SECME Bridge building competition, 2008, 2009
- COURSE WORK**
- Solid Foundation of Writing and Communication
 - Thermodynamics
 - Computer Aided Engineering
 - Dynamics
 - Mechanics of Materials
 - Analysis of Structures
- RELATED SKILLS**
- Computer**
Microsoft Office, spreadsheets, entry-level knowledge of drafting software
- Interpersonal/Employability**
- Team player with excellent people skills
 - Adept at working in a customer service environment
 - Dependable employee with overabundant initiative
 - Quick learner and self-starter
- EXPERIENCE**
- RUTH'S CHRIS STEAKHOUSE, Jacksonville, Florida
Customer Service and Sales, 5/08 – PRESENT
- Provide excellent customer service to customers on a daily basis
 - Effectively communicate with large team
 - Implement key principals of time management and customer service
- RED ROBIN GRILL, Jacksonville, Florida
Customer Service and Sales, 12/06-4/08

RESUME FOR ENTRY-LEVEL POST-GRADUATION JOB

RHODES BRIDGES

8538 Denallen Dr • Jacksonville, FL 33526 • Cell: 904-313-4618 • Builderbob@yahoo.com

OBJECTIVE:

Construction management in the area of heavy civil road/bridge construction and road widening.

EDUCATION:

University of North Florida, Jacksonville, FL
Bachelor of Science in Building Construction Management, Expected May 2010
Minor in Business Administration, GPA 3.4)

CONSTRUCTION MANAGEMENT SKILLS:

| | |
|--|-----------------------|
| Primavera P3 project scheduling software | Microsoft Excel |
| Primavera Sure-Track project scheduling software | Microsoft Word |
| Autocad 12 drafting software | Microsoft Photo shop |
| Agtek site analysis software | Microsoft Power Point |
| Netscape Web page Composer | Microsoft Project |

RELEVANT EXPERIENCE:

- Road Construction: Handled weekly cost vs. production reports, sub contractors pay requisitions, schedule updates, and maintained traffic reports (2007-2009)
- Associated Schools of Construction Student Competition: Cost Estimate, Safety Plan, and Project Schedule for a Bridge and Road Widening Project (2008)
- Associated Schools of Construction Student Competition, Cost Estimate, Safety Plan, and Project Schedule for an Airport Reconstruction Project (2007)
- UNF Parking committee, traffic safety and garage construction plan (2005-2006)
- Research Project: Conducted analysis of construction contracts with unusual situations and extra conditions (2006)
- Research Project: Conducted analysis for residential construction and the impact of taxes and permit costs (2005)

STUDENT ACTIVITIES:

National Association of Home Builders, *Member*, UNF student chapter (2009 - present)
Associated General Contractors, *Member*, UNF student chapter (2009 - present)
Construction Management Association, *Member*, UNF student chapter (2009 - present)
Associated Builders and Contractors Inc., *Member*, UNF student chapter (2009 - present)
Student Government Budget and Allocations, *Chairman*, Managed \$2.3 million dollar budget (2008, 2009)
College of Computing Sciences and Engineering, *Student Government Representative* (2009)
Society of Physics Students, *Member* (2008 - present)
Kappa Alpha Order, *Founding Member*, Zeta Xi chapter (2008 - present)

ACHIEVEMENTS:

UNF Student Leadership and Service Award (2009)
First Place in the Deerwood Labor Day Fitness 5K (2009)
UNF Presidential Ambassador of the year (2008)

EMPLOYMENT:

Hubbard Construction, Construction Engineer, Jacksonville, FL, (9/2007 to present)
Anderson Construction, Laborer, Jacksonville, FL, (Summers 2005, 2006, 2007)

CLEARA WATERS

8538 Denallen Dr. • Jacksonville, FL 33526 • Cell: 904-313-4618 • engineering@yahoo.com

Civil Engineer seeking position in areas of wastewater treatment, water supply, storm water analysis, or other environmental engineering.

EDUCATION

Bachelor of Science in Civil Engineering, University of North Florida, Jacksonville, FL, August, 2008
(Worked an average of 10 hours per week while attending school)

Stanton College Preparatory High School, International Baccalaureate, 2005, Advanced Placement

RELATED SKILLS

AutoCAD – 3D drawings and assemblies

C – Programming language

PSpICE – analog and digital circuit design

MS Word, Excel, PowerPoint – office applications

SWMM – Storm Water Management Model; analysis of sub-catchment rainfall runoff

BioWin – wastewater treatment plant design and optimization based on treatment volume vs. effluent quality; focus on 3 stage, **biodenpho**, and Modified Ludzak-Ettinger plant design.

Visual Analysis – 3D bridge design

Windows operating systems

RISA 2D – 2D truss design

RELEVANT EXPERIENCE

FWEA competition: Analyzed 3 alternative wastewater treatment plant options by using BioWin to optimize the treatment level to treatment volume ratio, performed a cost analysis of the options, and presented the final design recommendations.

SAE competition: Designed and built formula style racecar with a budget of over \$35k (student raised), aided in fabrication and assembly, designed, drew, and built braking system.

ASCE steel bridge competition: Designed and built 21' steel bridge with budget of over \$10k (student raised); worked in 3 student teams to design and optimize bridge design, aided in manufacture, and in charge of 3D rendering of bridge in AutoCAD.

Research Assistant: Analyzed the effects of pipe material on the decay rate of chlorine disinfectant utility by creating reactors to simulate different pipe conditions and compared decay rate over time for JEA utility

Surveyed HVAC equipment in SouthTrust building for future redesign and replacement; AutoCAD drawings of HVAC schematics

Machine shop – Mill, Lathe, CNC Mill, TIG welder experience.

ACTIVITIES

Florida Bright Futures Academic Scholarship.

President, UNF FL Water Environment Association

President, UF Society of Automotive Engineers.

American Society of Civil Engineering, Member

Florida Engineering Society, Member

MATHCOUNTS Volunteer – middle school math competition

EMPLOYMENT

| | | |
|------------------------------|---|--------------|
| Engineering Assistant | Sunbelt Engineering, Jacksonville, FL | 12/04 – 1/05 |
| Research Assistant | University of North Florida, Jacksonville, FL | 5/04 – 10/04 |

Todd Flanders

(904) 555-1212 tflanders@aol.com
2657 Uphill Ave, Jacksonville, Florida 32244

OBJECTIVE

An entry-level automotive engineering position requiring strong analytical and organizational skills

EDUCATION

UNIVERSITY OF NORTH FLORIDA Jacksonville, Florida
Bachelor of Science in Mechanical Engineering May 2010
Honors: Daniel M. Joseph Prize in Mechanical Engineering, 2009
Top Five Finisher in the ASME Region XI Student Section Website Competition

RELATED COURSEWORK

Thermodynamics, Deformable Solids, Statics, Materials Science, Basic Circuits, Fluids Mechanics, Controls, Heat Transfer, Vibrations, Statistics, Design, Turbo Machinery, Automotive Structural Design

RELATED EXPERIENCE

AUTOCRAFTERS, INC. Jacksonville, Florida
Co-op Engineer August 2009
• Worked on advanced test project that involved mechanical design, CAD/CAM technology, automobile structures, and coordination among project groups

UNIVERSITY OF NORTH FLORIDA Jacksonville, Florida
Senior Design Project Spring 2009
• Designed a data acquisition system to monitor solar panels installed on roof of the UNF Engineering building
Mini-Baja Team participant Fall 2008
• Worked on six-member team to design and build a miniature stock car for National Society of Automotive Engineers competition
Pressure Vessel Project Spring 2007
• Measured the discharge pressure when one pressure vessel discharged to the next at the instant it reached choke flow or subsonic velocity

GENERAL MOTORS CORPORATION Detroit, Michigan
Intern Summer 2005
• Assisted in experimental and literature research
• Prepared data for technical papers
• Computed engineering calculations

SKILLS

| | | |
|---------------------------|----------|----------|
| •WINDOWS OPERATING SYSTEM | •HTML | •AUTOCAD |
| •JAVA | •PROE | •MATLAB |
| •IDEAS | •LABVIEW | •C++ |

ACTIVITIES

• Society of Automotive Engineers, President, 2009-Present
• American Society of Mechanical Engineers (ASME), 2007-Present

Bill Dings

123 Buildit Blvd.
Jacksonville, FL 32224

904-555-2345
bdings@aol.com

OBJECTIVE To join a successful construction company in an entry-level management position, such as project engineer or assistant project manager

EDUCATION **University of North Florida** Jacksonville, FL
Bachelor of Science Degree December, 2008
Building Construction Management, Cumulative GPA 3.96

RELATED EXPERIENCE **Galaxy Construction Company** Jacksonville, FL
Intern 8/2008-present

- Performed buyout responsibilities for two projects in Brunswick Georgia
- Researched and contacted qualified subcontractors and suppliers for contract buyout
- Evaluated quotes from subcontractors
- Checked work scopes with specifications
- Wrote purchase orders and change orders
- Prepared subcontracts
- Performed tasks in Primavera P-3 in support of the Scheduling Manager
- Canvass for subcontractors for multiple project bids nationwide

Universal Construction and Remodeling Jacksonville, FL
Project Manager 5/2007-3/2008.

- Managed scheduled for twenty employees.
- Designed and developed work schedules
- Processed orders and conducted inventory
- Scheduling of subcontractors.

Outstanding Group Inc. Jacksonville, FL
Assistant Project Manager/Intern 1/2007-5/2007

- Processed transmittals, submittals, RFI's, purchase orders, service orders, and subcontracts
- Performed quantity take-offs utilizing Onscreen Takeoff
- Compiled data for materials, and special equipment
- Prepared and processed equipment specifications, and drawing revisions
- Attended and took minutes of owner's, site, subcontract, and operations meetings
- Prepared permit packages, and other information associated with the permit process

OTHER EXPERIENCE **WoodWork Building Group** Jacksonville, FL
Laborer 6/2006-12/2007

- Assist in layout and installation of masonry and pavers for walls, driveways, & walkways.

Acme Builders Construction Jacksonville, FL
Framer Summers 2005/2006

- Assist in layout and installation of walls, joists, & rafters.

PROFESSIONAL MEMBERSHIPS Green Construction, Leadership in Energy and Environmental Design (LEED),
Heart of Florida Chapter Emerging Green Builders (EGB)
Construction Management Association (CMA),
American Concrete Institute (ACI)

SKILLS Estimating software: Timberline, ProEST, Graphisoft Estimator, MS Excel
Scheduling software: MS Project, Primavera, Graphisoft Project.
Word Processing: MS Word, MS Publisher

CERTIFICATION OSHA 30 hour card. CSST 100 hour course certification

ACTIVITIES **Habitat for Humanity**, Construction management service learning, Spring 2007, Fall 2008

RESUME
FOR **ENTRY-LEVEL**
POST-GRADUATION JOB

William Gates
123 Cable Road
Jacksonville, Florida 32225
(904) 123-4567
e-mail: bgates@someplace.com

EDUCATION

University of North Florida, Jacksonville Florida
Bachelor of Science in Electrical Engineering
December 2009
Senior Project: Built and modified electronic motion detector

HONORS

Dean's List
Awarded full tuition University Merit Scholarship
Phi Theta Kappa Honor Society

RELATED SKILLS

Engineering

Thorough knowledge of electric and electronic circuit analysis
Theoretical knowledge of analog and digital logic design and power systems

Computer Languages

Programming knowledge of C and Microsoft Word macros

Software

Experienced with DOS, Windows 3.x, Windows 95, WordPerfect, Microsoft Word, Excel, Mail, Power point and Novel NetWare for PCs

Hardware

Practical knowledge of computer and network assembly, function and technical trouble-shooting

Internet

Knowledge of TCP-IP protocols and HTML programming

RELATED EXPERIENCE

University of North Florida Computing Services, Jacksonville, Florida

Help Desk Analyst and Technician , 2008 - Present

- Prepare total office upgrades for clients.
- Plan office network migration.
- Install and maintain computer hardware.
- Provide computer and network technical support in-house, on-site and via phone.

ACTIVITIES

IEEE - member since 2008

OTHER WORK EXPERIENCE

Barnes and Noble Bookstore at UNF, Jacksonville, Florida

Customer Service and Sales, 2005 - 2008

NED LUCKY

8538 Denallen Dr. • Jacksonville, FL 33526 • Cell: 904-313-4618 • Builderbob@yahoo.com

Qualified for: Full-time position in Network or System Administration. Interests include routing, domain name services, router configuration, LAN/WAN setup, design, and server administration.

EDUCATION & CERTIFICATIONS

UNIVERSITY OF NORTH FLORIDA, Jacksonville, Florida

Bachelor of Science in Computer Information Sciences, Emphasis in Information Systems, May, 2010

Comptia A+ Certification (industry standard for vendor-neutral skills expected of a computer technician.), 2009

Cisco Certified Network Associate Certification - Cisco Routers & Switches, 2009

COMPUTER SCIENCE SKILLS

- Windows 9x, Windows XP – Microsoft OS
- Windows 2000 Server, Windows 2000 – Microsoft OS
- Network Administration (TCP/IP, DNS, DHCP)
- Build/Repair PC Systems
- MSSQL – Database software and Design
- Sendmail – Linux Mail Transfer Agent
- Procmail – Linux Mail Filter Software
- Intermail – Unix Mail Transfer Agent
- DSL Connectivity – Dynamic/Static Connections
- MSOffice Suite – Email, Spreadsheet, Database, Presentation Software
- Linux (Debian, Mandrake) – Unix OS
- Macintosh 8.2-X – Macintosh OS
- Cisco Routers, Switches, LAN/WAN
- Microsoft Visual Basic 6.0
- Visio 2000 – Network Design
- PostFix – Linux Mail Transfer Agent
- AvMailgate – Linux Virus Server
- Veritas Backup Exec – Backup Software

RELEVANT EXPERIENCE

- Respond to Abuse issues, Port Scanning, Email Relay attempts, and produced records requested by law enforcement covering 200,000+ customer base
- Configured and Administered servers
- Abuse Manager, responsible for answering daily inquires about Abuse policies, conferring with Network Applications about Spam filter changes, tracking and monitoring corporate and customer security
- Email administration for entire customer base
- Participated with MIS group in build and setup of new LAN for 300+ employees
- Took inbound calls for PC and Macintosh users with DUN connections and periodic Team Lead calls
- Supported customers on multiple OS's (Windows 9x, Windows 2000, Windows XP, Windows NT, Macintosh 8.2-10.1)
- Supported ADSL and DUN connections for ISP accounts

CAMPUS ACTIVITIES

Member, ProNet of Florida

Member, Lambuth University soccer team (1993 TCAC Soccer Championship)

EMPLOYMENT HISTORY

| | | |
|-----------------------|----------------------------------|----------------|
| CONVERGYS | Internet Service Representative | 4/09 – Present |
| VOLARIS ONLINE | Security Systems Administrator | 8/05 – 12/08 |
| CONVERGYS | Internet Customer Representative | 11/03 – 8/05 |

Shorty Sircit

8538 Denallen Dr. • Jacksonville, FL 33526 • Cell: 904-313-4618 • ssircit@yahoo.com

OBJECTIVE

Electrical Engineering position in digital design. Areas of interest include digital logic design, microcoding, and embedded systems.

EDUCATION

Bachelor of Science Degree: Electrical Engineering, August 2008
University of North Florida, Jacksonville, FL
GPA 3.61 (Working 20 hours/week as research assistant while attending school)

ENGINEERING AND COMPUTER SKILLS

| | |
|---|---|
| C - programming language | PSPICE – analog and digital circuit design |
| Maple – analog circuit simulation | TI OPT101 – optical sensor |
| rotel – printed circuit board design | Texas Instruments MSP430 microprocessor |
| Verilog HDL – digital logic design | Motorola HC12 microprocessor |
| SensComp transducer – ultrasonic ranging sensor | MATLAB – controls system design |
| harp GP2Y0A21YK – infrared proximity sensor | Motorola Crealink 2XT 2-Way Pager |
| MS FrontPage - web design | MS Word, Excel, PowerPoint - office applications |
| AR Embedded Workbench IDE – TI MSP430 microcode development | |
| MiniIDE – Motorola HC12 microcode development in assembly | |
| Imagecraft IDE for ICC12– Motorola HC12 microcode development in C | |
| Cadence – digital logic design & communication system design | |
| Statistical Analysis Program (SAS) – communications analysis | |
| Linux, Unix, Solaris, Windows - operating systems | |

EXPERIENCE

Autonomous Robot Design: Uses TI OPT101 optical sensors to follow lines, neodymium magnets formed in albach array for pickup mechanism, UART communication using infrared receiver, and 5 TI MSP430 microcontrollers for robotic control

Intelligent Sewage Monitoring System: Responsible for power subsystem design and sonar measuring capability of embedded system using SensComp's ultrasonic transducer, and the TI MSP430 microprocessor to monitor sewer lines using real-time and wireless communication via Motorola's Crealink 2XT 2-Way Pager

Intelligent security system embedded design: uses keypad entry to access room monitored by hall effect sensor using the Motorola HC12 microprocessor. External alarm is triggered by wireless transceiver

Analog circuit design, e.g. resonance transformer (Tesla Coil), sonar ranging module, and infrared distance detector

Digital circuit design, e.g. digital phase-locked loop, and 916 MHz ASK wireless transceiver

ACTIVITIES

Florida Bright Futures Academic Scholarship

Engineering Advisory Council. Member

Golden Key International Honor Society, Member

IEEE Southeastcon 2004 Robotics Competition – 2nd Place

Florida Engineering Society (FES) Student Chapter. President (2 terms), Vice President, Secretary

Eta Kappa Nu, Electrical Engineering Honor Society (HKN). Vice President

Institute of Electronic and Electrical Engineering (IEEE), Member

MATHCOUNTS Volunteer – middle school math competition

EMPLOYMENT HISTORY

University of North Florida, Jacksonville, FL, Electrical Engineering Teaching Assistant, 1/2004 – Present

Harold's Meat Market, Jacksonville, FL, Butcher, 8/2002 – 1/2004

Hardy Y. Ird

234 Park Avenue, Summerset, FL 32345
(945) 123-1234
Professional@aires.net

QUALIFIED FOR:

Electrical Engineering position in product development. Areas of interest include embedded systems design, wireless technology, biomedical and natural science applications.

EDUCATION

Bachelor of Science: Electrical Engineering, May 2009

University of North Florida, Jacksonville, FL

- GPA 3.63 (working ~ 20 hrs/week while attending school)

ENGINEERING AND COMPUTER SKILLS

- VERILOG HDL – digital logic design
- C-programming language
- PSPICE – analog circuit design
- MathCAD – advanced mathematical computations
- MS Office (Word, Excel, PowerPoint)
- TI MSP430 Mixed Signal Processor
- Fairchild Plastic Infrared LED
- Image Craft ICC12C compiler environment
- Protel – printed circuit board development
- IAR Workbench TI MSP430 microcode development environment
- MiniIDE Motorola HC12 microcode development environment
- Motorola M68HC12 Microcontroller
- ASSEMBLY- microcoding HC11/12
- MATLAB – control system design
- Windows XP
- SensComp Series 9000 Transducers
- TI TMP101 temperature sensor
- Phototransistors, QEC122 and QSC113
- Motorola M68HC12 Microcontroller
- Softbaugh LCD Modules

RELEVANT EXPERIENCE

- Embedded system design of an Intelligent Temperature Sensor using the Texas Instrument MSP430F449 microprocessor and the TI TMP101 digital I2C temperature sensor.
- Embedded system design of an Intelligent Manhole Cover to detect fluid levels using TI MSP430 microprocessor, SensComp 9000 series acoustic transducer, and Motorola Creatalink 2XT 2-Way Pager for wireless communications.
- Embedded system design of an Intelligent Alarm System using the Motorola M68HC12 microcontroller and Fairchild infrared devices, QEC122 and QSC113.
- Embedded system design of an Intelligent Digital Scale with Wireless Display using the Texas Instrument MSP430F449 microprocessors, and Motorola ZigBee wireless transceivers.
- Digital logic design, e.g. adders, multiplexers, decoders, ALUs, counters.
- Analog circuit design, e.g. op-amps, filters, and pulse width modulation using BJT/MOSFET transistors.

ACTIVITIES AND HONORS

Hansford W. Farris Academic Scholarship.
President and Treasurer, IEEE Student Chapter.
Vice President, Society of Women Engineers Student Chapter
Member, Florida Engineering Society Student Chapter
Member, Eta Kappa Nu Electrical Engineering Honor Society
Member, Golden Key National Honor Society
Volunteer, Habitat for Humanity
Volunteer, JETS High School Engineering Competition

EMPLOYMENT HISTORY

| | | |
|--------------------|-----------------------------|-----------------|
| Student Assistant | University of North Florida | 08/06 - Present |
| Research Assistant | University of North Florida | 10/06 - Present |
| Manager | New England Eatery & Pub | 07/04 - 08/06 |

Buddy Sapp

124 Springdale Road Apt: 11
Jacksonville, FL 32476
904-476-1234
buddysapp@aol.com

Qualified for: Mechanical Engineering. Areas of interest include thermodynamic, propulsion, manufacturing, design, and controls engineering.

Education

University of North Florida, Jacksonville, FL
Bachelor of Science: Mechanical Engineering May 2009
GPA 3.2

Florida Community College at Jacksonville, Jacksonville, FL
Associates of Arts: December 2007
GPA 3.2

Engineering and Computer Skills

- C – programming language
- MS Word, Excel, PowerPoint – office applications
- AutoCAD – computer aided design and drafting such as screw and bolt assembly
- PSPICE – analog and digital circuit design
- Pro/Engineer Wildfire – 3D model of piston assembly
- Matrix Laboratory (Matlab) – control system design
- Statistical Analysis Program (SAS) – communication system analysis
- IDEAS – finite element stress analysis, bracket assembly
- RoboWorks – 3D software modeling, simulation and animation of a robot arm

Experience

- Chilled Water Plant Project: Performed the design and selection of an efficient water-cooled plant. Responsible for analyzing compressor efficiency and energy usage in order to reduce the operating cost of the selected plant.
- Performed finite element stress analysis on a heat-treated aluminum bracket. Validated simulation results through analysis at particular locations along the bracket model.
- PD and PID Control for ECP Model 205 Torsional Plant: Demonstrated concepts associated with proportional plus derivative (PD) and proportional plus derivative and integral action (PID) controllers and verified system response to dynamic inputs.
- Pressure Vessel Design: designed a pressure vessel system in order to discharge sonic air flow into ambient conditions and into a second pressure vessel. Analyzed the mass flow rate of air under choked conditions in the two configurations.
- U.S. Navy: Supervised a work center of 10-15 personnel. Responsibilities included preventive maintenance on board ship flight deck, inspection of support equipment such as tow tractors and firefighting gear, and aircraft firefighter and search and rescue team leader.
- U.S. Postal Service: Responsibilities included setting up mail processing workstations, operating motor vehicles to transport mail within the facility and handling mail processing equipment.

Skills/Memberships

- Proficient in written and spoken Spanish
- Instrument rated pilot – Land Single Engine Aircraft (170 hours logged)
- Member, American Society of Mechanical Engineers (ASME)
- Member, National Society of Black Engineers (NSBE)
- Member, Pi Mu Epsilon Mathematics Honor Society

Employment History

| | | |
|----------------------|------------------------------|---------------|
| Mail Handler | United States Postal Service | 11/01 – 02/07 |
| Flight Deck Director | United States Navy | 07/98 – 05/01 |

Michael Dell

Jacksonville, FL 32225
(904) 123-4567

124 Osprey Way
mdell@anywhere.com

EDUCATION

University of North Florida, Jacksonville, Florida
Bachelor of Science in Computer and Information Science, Minor in Graphic Design
Major: GPA 3.87, Overall GPA: 3.65, May 2008
Honors: Phi Theta Kappa and Dean's List

COMPUTER SKILLS

| | | | |
|--------------|------------------|------------|------------------|
| COBOL | CCS | Assembler | Microsoft Access |
| Visual Basic | Qbasic | Oracle | Paradox |
| Lotus | Microsoft Office | PowerPoint | Word Perfect |

RELEVANT EXPERIENCE

Information Resources of Jacksonville, Jacksonville, FL
Part-time Programmer, June 2007 - present

- Perform installation procedures, custom programming and testing as required

Barnett Technologies, Jacksonville, FL
Intern, August 2006 - December 2006

- Built and installed PCs for staff
- Established user accounts on appropriate networks
- Traced and repaired network problems
- Trouble-shooted various problems with staff computers
- Trained personnel on network and various installed programs

UNF Career Development Center, Jacksonville, FL
Part-time Web Master, January 2005 - May 2006

- Worked directly with Director and staff on web page creation and maintenance.
- Developed graphics for various marketing and promotional materials

OTHER EXPERIENCE

U.S. Navy
E-8, AWCS Anti-submarine Warfare Operator Technician, 2000-2004

- National Defense Ribbon
- Meritorious Accommodation Medal

MEMBERSHIPS

Delta Sigma Pi, 2005- 2008
Upsilon Pi Epsilon, 2005 - 2008, Coordinator of Special Events, 2006
Students in Free Enterprise, 2007 - 2008

A WORD ABOUT REFERENCES

SHOULD YOU LIST YOUR REFERENCES ON YOUR RESUME?

Should you list your references on your resume? Experts disagree, but I think you should list your references, either on your resume, or on a separate Reference Sheet, if those references are recognizable by name or title. Let me give you an example.

I was working with a student once. We had completed his resume, and I asked if he wanted to list references. "What kind?" he asked. "Well," I said, "do you have anybody who would recommend you and who is recognizable by name or title? He then proceeded to name a United States Senator and a United States Congressman whom he had known all his life. Those names, addresses, and telephone numbers went down on his resume.

If someone famous will recommend you, put the name on your resume. Is it "name dropping" to do so? You bet it is. And it works.

Alternatively, if someone with a spiffy title will recommend you, put the name, title, address, and phone number on your resume. **Spiffy titles include: Professor, Dean, President, Owner, Manager, and so on.**

If you decide to list references, make sure you personally call them and ask their permission.

Make certain you tell each reference you intend to include his or her name, address, and phone number on your resume. One very effective alternative to listing your references directly on your resume is to have a separate "Reference Sheet." In this way you can send out resumes that do not reveal names and addresses of your references and then present the Reference Sheet at the interview. Or you might decide that some prospective employers should receive references at the same time they receive your resume. Then you include the Reference Sheet with the resume.

From [Resumes for Reentry](#) by C. Edward Good

Usually, three references are provided. Be sure your name is on the separate Reference Sheet. Example of the correct format for listing references:

Thomas English, Ph.D.
Professor of Civil Engineering
University of North Florida
One UNF Drive
Jacksonville, FL 32224
(904) 620-1234

SAMPLE REFERENCE DOCUMENT

Vinnie Van Gogh
1234 Painters Way
Jacksonville, FL 33224
(904) 123-4567
VinnieVanGogh@hotmail.com

REFERENCES

Ken Parker

Director
American Heart Association
1234 Main Street
Suite 204
Jacksonville, FL 32211
904-123-4567
ken.parker@americanheart.org

Dr. Debra Murphy

Department Chair and Associate Professor (Art History)
Department of Art and Design
College of Arts and Sciences
University of North Florida
1 UNF Drive
Jacksonville, FL 32224
904-620-4037
dmurphy@unf.edu

Ellen Housel

Assistant Professor, Photography
Department of Art and Design
College of Arts and Sciences
University of North Florida
1 UNF Drive
Jacksonville, FL 32224
904-620-4037
ehousel@unf.edu

Donald Moore

Divisional Manager
Southeastern Customer Service Department
Citibank
132 Deerwood Park Drive
Jacksonville, FL 32225
904-123-5432
dmoore@citibank.se.com