

RESUME EXAMPLES

Margins: One-inch margins on both sides, left and right, are required. Top and bottom margins may be adjusted to between one inch and ½-inch to fit the material on the page. Top and bottom margins should be the same, with the information centered on the page vertically.

Font: Use one common, non-decorative typeface throughout. Times New Roman and Helvetica are the two most common font styles. Arial, Palatino and Calibri are also common. Use one font size of 10- to 12-point throughout. Your name may be as large as 14-point. Do not vary the font or point size within the resume.

Contact Information: Place your name, in ALL CAPITAL letters and bold, at the top of the page. Include address, email, telephone and, if you have a professional one, website address.

Education: List in reverse chronological order, the most recent first, institutions where you have completed, or will soon complete, some level of education. Indicate degree(s), date(s) of graduation, major and minor fields, honors and related coursework. You may also list honors and/or related coursework in separate sections.

Experience Entries: Listings should be formatted with your position title first, in bold, then the name of the organization or company with the city and the state, not bolded. Dates should be listed in the body of the entry. Be consistent with where and how you list dates. Dates should include only months and years or just years. For each entry, briefly describe what you did or are doing. Begin each line with an action verb and use outcome/results statements with numbers, if possible. Include details to emphasize your skills, accomplishments and knowledge. Your descriptions may be formatted using bullets or paragraphs; choose one format and use it for all your entries under "Experience."

Activities: "Activities" is an optional section; however, co-curricular or community involvement, especially if related to your objective, can be very important. List more interesting items and include uncommon or unusual activities to generate interest and make you memorable. If you held a leadership position in an organization, list the title of your position first, in bold, then the name of the organization. You may choose to list dates, or not, but be consistent for all entries.

References: "References" is an optional section. Say "References available upon request" as a way to bring closure and visual balance to your resume. This may be left off if you are short on space.

CHRISTOPHER SALESMAN
<http://www.linkedin.com/in/christophersalesman>

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Superior, WI 58000

218-348-9156
sale0023@d.umn.edu

OBJECTIVE
A position in the sales and support of scientific products or service.

EDUCATION
University of Minnesota Duluth
Bachelor of Science May 2016 Overall GPA: 3.5/4.0
Major: **Cell Biology** Minor: **Chemistry**
Senior project: "Mapping DNA in cloned pigs"

Normandale Community College, Bloomington, MN
Associate of Arts May 2012

HONORS
Swenson Scholarship for Outstanding Performance in a science major, 2014-present
Dean's List for Academic Excellence, 4 of 6 semesters
Eagle Scout, 2010

RELATED EXPERIENCE

Campus Sales Representative, Apple Computers, Duluth, MN June 2014-present

- Market Apple hardware and software to UMD students and faculty.
- Advise customers on computer purchases.
- Provide consultation and product demonstrations for current and prospective customers.
- Design videos, flyers and photo albums for promotions.
- Founded UMD Mac User Group to promote use of Apple products by providing customer education and support.
- Develop, design and implement a variety of events such as a promotional billiards tournament, Unreal® gaming tournament and on-campus display tables using a variety of Apple products such as iMovie, iPhoto, .Mac and iDVD.
- Present workshops and seminars to educate prospective customers such as seminars on OS X twice a year.

Sales Associate, Chemical Products, Inc., Minneapolis, MN June 2012-May 2014

- Sold a variety of "green" cleaning products to industrial companies.
- Consistently met and exceeded sales goals.

ADDITIONAL EXPERIENCE
Referee Lake Superior Basketball Association, Duluth, MN November 2008-present

- Refereed junior high and high school boys and girls basketball games.

ACTIVITIES AND SERVICE
Founder and President, UMD Mac User Group September 2012-present
Member, UMD School of Medicine Mac User Group September 2012-present
Volunteer, Aftenro Homes assisted living facilities October 2010-present

References available upon request.

Objective: Include a brief statement indicating the position you want or the type of work you want to do now.

Experience: List and briefly describe in reverse chronological order, most recent first, your relevant experience. It may include paid and volunteer positions, full- and part-time work, internships and class projects and should emphasize skills, accomplishments and knowledge. Include more than one "Experience" section by being more specific such as "Related Experience," "Teaching Experience," "Field Experience," and/or "Research Experience." Experience that is not directly related to your objective but shows skills and abilities important to employers may be listed in a category titled "Additional Experience."

ROBERT NEWSWRITER

500 Television Blvd.
Duluth, MN 55800
218-722-0000
rnewsrwr@d.umn.edu
<http://www.linkedin.com/in/robertnewsrwriter>

OBJECTIVE

An entry level position in television or radio news reporting.

EDUCATION

University of Minnesota Duluth
Bachelor of Arts December 2015 Overall GPA: **3.0/4.0**
Major: **Communication** Major GPA: **3.4/4.0**
Minor: **Psychology**
Concentration: **Television/Radio News Reporting and Production**

REPORTING EXPERIENCE

Reporter Intern, KWHE, Channel 5 Television, Duluth, MN
September 2014 - December 2014

- Wrote wire copy for 6 and 10 p.m. news broadcasts.
- Interviewed public officials about current issues for news broadcasts.
- Prepared voice-over tape for 6 and 10 p.m. news broadcasts.
- Assisted reporters and anchor persons on news assignments.

Photojournalist Intern, KLLQ, Channel 12 Television, Duluth, MN
January 2014 - May 2014

- Filmed news events around the Duluth area using a Sony DXC 3000 video camera.
- Edited news clips for 6 and 10 p.m. broadcasts.
- Assisted reporters on assignments.

ADDITIONAL EXPERIENCE

Student Employment Officer, Financial Aid Office, University of Minnesota Duluth
September 2012 - present

- Advise students with financial aid concerns.
- Assist with the administration of the College Work Study program.
- Prepare and verify College Work Study documents.
- Balance student payroll books.
- Enter bi-weekly student earnings into the computer.
- Prepare employment cards for university students.

Parks and Recreation Supervisor, City of Duluth, Duluth, MN
June 2014 - August 2014

- Supervised children and park facilities.
- Programmed daily activities for children ages 6-16 years old.
- Encouraged children to participate in activities.

Financed 100% of college expenses through part-time and summer employment as a server, lifeguard, diving coach and swimming instructor.

References and Portfolio Available Upon Request.

JULIE R. WEBBER

webbe008@d.umn.edu

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Duluth, MN 55800
218-728-0000
Before May 31, 2016

3127 W. Parent Avenue
Minneapolis, MN 55000
612-392-0000
After May 31, 2016

OBJECTIVE

Intern position in Computer Science with focus on Software Design.

EDUCATION

University of Minnesota Duluth UMD
Bachelor of Science May 2016
Major: **Computer Science** Minors: **Mathematics and Philosophy**

US Army Signal Center, Ft. Gordon, GA
Signal Support Systems Maintenance, Honor Graduate Oct 2010

COMPUTER SKILLS

Languages: C, C++, Visual C++, Java, Pascal, Lisp, Prolog, Visual Basic, Perl, Assembly, SQL, MHTML, HTML, PHP, JavaScript, XML, X Motif, UML, BSD Sockets, UNIX shell scripts
Systems: Linux, UNIX, FreeBSD, Windows 95-XP, Mac OS 9.x, MS-DOS
Software: MS Office & Star Office Suite, Mathematica, Adobe PhotoShop, FileMaker Pro, Turbo C++, Borland C++ Builder

RELATED EXPERIENCE

Information Technology Consultant, Career & Internship Services, UMD
Enhance and maintain the website, <http://www.d.umn.edu/careers>, using PHP, MySQL and Perl. Maintain and update DEBIAN LINUX server running Apache.
Provide technical support to staff and website users.
Fall 2013-present

Communication Systems Maintainer, United States Army National Guard, Watertown, SD
Installed, troubleshot and repaired communications equipment such as radios, telephones, antennas, satellite equipment, computers and network devices.
Obtained rank of Specialist.
Winter 2012-Winter 2014

PROJECTS

Game "Othello" Implemented GUI board game using X/Motif and C++.
Implemented artificial intelligence using minimax algorithm and alpha-beta pruning for one- or two-person play.

Shakey The Robot's World Implemented artificial intelligence using Sensory Graph Plan to create plan for a robot to navigate within its virtual world.

ACTIVITIES

UMD Computer Club
Intramural flag football, softball and **captain** floor hockey

MEREDITH BEAR
4000 N. Park Place
Duluth, MN 55800
218-720-0000

bear0027@d.umn.edu
<http://www.linkedin.com/in/meredithbear>

OBJECTIVE

An entry level position in finance or accounting

EDUCATION

University of Minnesota Duluth UMD
Bachelor of Business Administration and Bachelor of Accounting May 2016
Major: **Finance, Departmental Honors**, Overall GPA: 3.57/4.00
Dean's List for Academic Excellence five of six semesters
Will complete 150 credits by graduation

University of Salamanca, Spain
Language and Culture in Spain, September 2013–May 2014
Lived with host family

Undergraduate Research Opportunity Program Grant

"Futures Versus Cash Market Volatility" 2014

Courses Include

Corporate Finance Managerial Finance Portfolio Analysis
International Finance Strategic Management Futures Markets

EXPERIENCE

Loss Prevention Supervisor, promoted from **Loss Prevention Officer** 2015

- HavingFun Family Amusement Park, Proctor, MN Summers 2015, 2014
- Reviewed daily cash summary and resolved cash overages and shortages
 - Conducted cash audits to review cash handling procedures of employees
 - Viewed surveillance tapes for proper procedures and instances of theft
 - Conducted void spot checks to encourage proper paperwork procedures
 - Analyzed per capita sales information for trends and differing activity from previous years and company policy violations
 - Communicated with managers, supervisors and co-workers to resolve instances of loss, theft and prepared weekly schedules and resolved any scheduling conflicts to the satisfaction of all employees

Secretary

Investment Club, UMD Academic Year 2014-2015

- Planned and implemented winter fundraisers
- Collaborated with other officers to plan and set goals for the year
- Scheduled, organized and led meetings

ACTIVITIES

UMD Business Administration Club
Intramural Broomball, **Captain** Softball and Soccer

References and Portfolio Available Upon Request

VANESSA KINGDOMS
vking004@d.umn.edu

2827 N. 16th Ave West #35
Duluth, MN 55800
218-726-0000
Until May 31, 2016

1812 Belmont Blvd.
Cedar, IA 60100
815-279-0000
After May 31, 2016

Objective Laboratory position involving alternative methods to animal testing.

Education University of Minnesota Duluth UMD
Bachelor of Science, Magna Cum Laude, May 2016, GPA: **3.8/4.0**
Major: **Biology**
Minor: **Chemistry**
Undergraduate Research Project in **Computer Molecular Modeling**

Honors Dean's List for Academic Excellence every semester
Phi Kappa Phi Honor Society
Lakehead Pipeline Company Academic Scholarship

Laboratory Skills Potentiometry Organic Synthesis
Polarography Calorimetry
Chromatographic Methods DNA Isolation
GLC, LLC, TLC Sterile Technique
Titration Culture of Microorganisms
NMR, IR, GCMS, UV-Vis Density Gradient Centrifugation
Distillation DNA Restriction Analysis
Extraction Gel Electrophoresis
Recrystallization DNA Ligation and Cloning

Course Work Principles of Genetics Biochemistry
Cellular Biology Quantitative Analysis
Genetics of Eukaryotes Advanced Writing for Science
Laboratory Teaching Experience General Psychology
Comparative Anatomy of Vertebrates Developmental Psychology
Animal Behavior Interpersonal Communication
Instrumental Analysis Medical Ethics

Experience

Ecological Research Assistant

Department of Ecology, University of Minnesota, Minneapolis, MN Summer 2015
Maintained plant species • Conducted plant species abundance counts in relation to chemical elements in the soil • Performed soil sampling • Prepared reagents and culture media • Sterilized equipment • Entered data and findings into computer

Dietician's Assistant

St. Francis Hospital, Duluth, MN April 2012–August 2014
Learned specific requirements of various special diets • Advised and assisted patients in making dietary selections • Corrected patient menus to fulfill dietary requirements • Acted as patient-dietician liaison • Supervised preparation of patient trays for dietary accuracy

Activities

UMD Biology Club
Member, American Chemical Society Student Affiliate 2011–present
Member, Association for Health Pre-Professionals 2011–2013

References and Portfolio Available Upon Request.

KUOA EDUCATOR

RELATED EXPERIENCE

Recreation Leader/Recreation Intern

Recreation and Parks Department, Carol Stream, IL 05/14-08/14

- Provided, as part of a team, a variety of recreational activities for children ages 3-14, including carnivals, park outreach programs, sports coaching and instruction and a youth development program for "at-risk" junior high school students.
- Planned and implemented "Backyard Reading Programs" in three parks. Recruited volunteers and advertised for reading program.

Tutor/Mentor

Valleyview Magnet School, Duluth, MN 02/14-05/14

- Served one 3rd grader and two kindergartners through the Education for Homeless Children and Youth program in Duluth Public Schools.
- Assisted 3rd grader in developing reading skills.
- Read stories to and developed esteem-building projects for the kindergartners.

Childcare Provider

Family Choices, Duluth, MN 10/13-12/13
Life House, Duluth, MN 09/09-11/09

- Provided childcare and activities for infants and toddlers while parents attended classes.

Missionary

ICVF Ministries, Kingston, Jamaica 07/13-08/13

- Served impoverished children birth to 17 years old in a variety of orphanage and church settings.
- Provided physical therapy assistance for children with disabilities.

Classroom Aide

Yellow River Elementary School, Duluth, MN 10/12-12/12

- Helped 2nd grade students with reading and writing activities in the classroom.

Nanny

Private Family, Manchester, England 07/10-08/11

- Cared for a four-year old girl while her parents worked full-time.
- Took child to weekly music and swimming lessons and cultural and educational sites in the area.

ADDITIONAL EXPERIENCE

Part-time and summer positions such as office assistant and photographer to assist with college expenses.

ACTIVITIES

President 3/14-2/15, **Vice-President** 3/13-2/14

Association for Childhood Education International, UMD

- Served on executive committee for two years for a group of 100 people.
- Organized and led weekly large and small group meetings.
- Led long-term strategic planning.
- Attended and led variety of leadership development workshops and conferences.

PROFESSIONAL MEMBERSHIP

Education Minnesota 09/14-present

Credentials and portfolio available upon request.

KUOA EDUCATOR

educ0043@d.umn.edu

408A Studios Apartments
Duluth, MN 55812
218-726-0000
Until May 31, 2015

871 My Street
Home, IL 60100
708-894-0000
After May 31, 2015

OBJECTIVE

An early childhood teaching position.

EDUCATION

University of Minnesota Duluth UMD

Bachelor of Applied Science, May 2015

Major: **Unified Early Childhood Studies/Early Childhood Special Education**, Major GPA: **3.3/4.0**
Spanish Language - 4 years high school and one semester college

CERTIFICATION

Minnesota State Teaching License Birth to 3rd grade pending

Minnesota State Teaching License Special Education Early Childhood for Birth to Age 6 pending

TEACHING EXPERIENCE

Student Teacher

Preschool - Carol Rowe Head Start Center, Duluth, MN 03/15-05/15

- Planned and implemented two week-long units based on the books, "Whoosh!" and "The Very Tiny Cricket," in accordance with the SPARK literacy curriculum.
- Developed one-theme science areas on sound and insects to correlate with the literacy units.
- Taught students non-violent behaviors using the Second Step curriculum.
- Served children and families from many cultures, particularly Hispanic and Hmong.
- Collaborated with director, classroom teachers, bus drivers, specialists and parents on a regular basis to individualize each child's learning.

2nd grade - Keith Country Academy, Duluth, MN 01/15-03/15

- Planned and implemented a three-week unit on insects with opportunities for large group, small group and individual learning.
- Taught in a multi-cultural classroom with a majority of Hispanic students.
- Collaborated with English Language Learners teacher, parent liaisons/interpreters and school specialist to meet the needs of students in a Language Academy program for children who lived in the U.S. for less than 3 years.
- Planned and implemented Readers' and Writers' Workshop lessons using America's Choice literacy reform curriculum.
- Participated in 2nd grade literacy team, which met weekly to assess and improve literacy in classrooms.
- Involved students in hands-on math experiences.

Practicum Student Teacher

Kindergarten - Blaine Elementary School, Superior, WI 10/14-12/14

Preschool - Little Learner's Preschool, Duluth, MN 02/14-05/14

Toddler - Benedictine Health Center Preschool, Duluth, MN 10/13-12/13

- Assessed students and classroom environment using checklist and narrative observations.
- Developed and implemented lessons including prediction activities, dramatic play area enhancements and art activities.
- Assisted teachers in providing consistent classroom management according to individual behavioral needs and plans.
- Used finger-plays, songs and games to create smooth transitions between activities. Enhanced students' brain use and learning through Boost Up/Brain Gym activities.

CAROL M. POWERS
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powe0078@d.umn.edu

OBJECTIVE An industrial or manufacturing engineering internship

EDUCATION University of Minnesota Duluth
Bachelor of Science in Mechanical Engineering, May 2016
Bachelor of Science in Industrial Engineering, May 2016
Major emphasis: **International Engineering**
Minor: **Mathematics**
GPA: **3.4/4.0**

Fundamentals of Engineering Exam, passed April 2016
Robotics and Controls Project
Set up and successfully performed an automated production line for filling, assembling and packaging spray paint cans using four robots.

Advanced Engineering Courses
CAD/CAM
Operations Research
Engineering Economic Analysis
OSHA & Other Regulatory Standards
Manufacturing Systems Integration
Production & Operations Management

EXPERIENCE **Quality Control Technician**, Guided Illustration Corporation
Minneapolis, MN, May 2014-Present

- Revise quarterly documents and files
- Adjust quarterly product quantities
- Designed and produced three catalog price lists

Testing Engineer Intern, Quiet City Power Company
Minneapolis, MN, June 2013-September 2013

- Documented testing procedures at the Cedar Ridge Nuclear Power Plant
- Documented installation procedures for various meters
- Researched properties of electricity and made corrective measures regarding meter functions and readings
- Worked in warehouse department and tested meters before installation

Teaching Assistant, Department of Mathematics and Statistics
University of Minnesota Duluth, September 2012-May 2013

- Graded papers for mathematics courses including algebra, trigonometry, calculus and probability and statistics
- Tutored college students in various mathematics courses

ACTIVITIES **Treasurer**, Institute of Industrial Engineers IIE, Student Chapter

REFERENCES Enclosed

CAROL M. POWERS

References

Dr. Marcia Quadrange
Associate Professor
Department of Industrial Engineering
3265 Campus Center
University of Minnesota Duluth
Duluth, MN 55800
218-726-0101
mqadran@d.umn.edu

Karla Technol
Director
Quality Control Division
Guided Illustration Corporation
26 N. Capitol Avenue
Minneapolis, MN 55432
612-735-0000
karla.technol@qcd.com

Marcus Gloss
Former Assistant Manager, Testing Department
Quiet City Power Company
Currently Manager
Transfer Division
Catalina Power
5498 19th Street
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Dr. Gary Pi
Retired Professor
Department of Mathematics and Statistics
University of Minnesota Duluth
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Fur City, FL 76332
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garypi7690@prodigy.net

CARL GRAPHIC DESIGNER

1234 Artistic Way
Duluth, MN 55806

218-726-1234
desig0023@d.umn.edu

OBJECTIVE

Graphic design position

EDUCATION

University of Minnesota Duluth UMD

Bachelor of Fine Arts, May 2016 GPA: **3.3/4.0**

Major: **Graphic Design**

Minors: **Spanish and Foreign Studies**

University of Guanajuato, Mexico

Spanish Language and Mexican Culture Studies, 5/14-6/14

University of Birmingham, England, 9/12-5/13

EXHIBITIONS/PUBLICATIONS/HONORS

Senior Exhibition, Tweed Museum of Art, UMD 4/16

Publication, "Both Sides of Peace", digital, Roaring Muse, Literary Guild, Duluth, MN 4/15

Raymond W. Darland Art Scholarship, 5/15

Howard W. Lyons Art and Design Scholarship, 5/14

GRAPHIC DESIGN EXPERIENCE

Freelance Graphic Designer, Duluth, MN 5/16-present

- Create graphic design solutions for clients including small businesses, restaurants and non-profits.

Designer, Office of International Education, UMD 11/13-8/16

- Designed and created advertisements promoting travel and study abroad.
- Updated and maintained website.

Graphic Design Intern, Venture Graphics, Duluth, MN 9/15-5/16

- Developed corporate identities, signage systems, brochures and annual reports with art director.
- Assisted with creation of style guides, selection of colors and refinement of type choices.

Promotions Director, UMD Student Design Organization 4/14-5/16

- Developed programs and promotional items to welcome first-year design students and advertise programs.

Production Artist, UMD Statesman 10/15-12/15

- Designed, created and edited advertisements for local companies advertising in student newspaper.

COMPUTER SKILLS

Photoshop, Illustrator, InDesign, Flash, Dreamweaver, Fontlab, Fireworks, Microsoft Office

ADDITIONAL EXPERIENCE

Teaching Assistant, Supportive Services Program, UMD 9/15-12/15

- Developed, taught and graded lessons for 26 first-year students in a UMD Seminar course.

Resident Advisor, Housing and Residence Life, UMD 8/14-5/15

- Supervised 37 first-year students and planned, promoted and conducted weekly learning and social activities.

ACTIVITIES

AGA MN 2014-present

Student Advisor, AIGA MN Education Committee 6/15-5/16

Participant, AIGA Design Camp Summers 14, 15

Participant, AIGA Portfolio 1-on-1 14, 15

Varsity Track and Field, UMD 9/11-5/14

Portfolio Available Upon Request.

ALBERTO EXPERIENCED

24 36th Avenue NW
Rochester, MN 55901

651-288-3455
expe0171@d.umn.edu

OBJECTIVE

Senior Software Engineer position.

RELATED EXPERIENCE

Software Engineer Intern IBM, Rochester, MN Dec 2013-Present

Software Engineer Intern IBM, Rochester, MN May 2012-Dec 2013

- Work as a performance analyst for WebSphere Application Server and WebSphere Extreme Scale.
- Create benchmarks to stress test large scale, high volume workloads on WebSphere Extreme Scale.
- Help customers adapt their applications to large scale, highly available clusters.
- Assist customers in debugging performance problems.
- Co-authored a white paper on the use of WebSphere Extreme Scale as a scalable in-line cache to take load off of database hardware.
- Participated in the SPEC Organization in the development of the SPECJEnterprise2012 benchmark along with Oracle, Sun, SAP and Red Hat. The benchmark utilizes RMI, Web Services, EJBs, JPA entities and MDBs.
- Eamed a "SPECtaacular Contribution Award" for efforts in development, debugging and testing of the SPECJEnterprise2012 benchmark.
- Collaborated with developers to implement performance improvements that resulted in the current world record SPECJEnterprise2012 publishes on WebSphere Application Server.
- Developed an automation framework that enables the performance teams to run nightly regression tests against each new build and enables the output to be data mined for fast regression detection.
- Implemented new features and debugged customer problems using the Java Connector Architecture component of WebSphere Application Server

Student Researcher, Department of Geological Sciences, UMD, Jan 2011-May 2013

- Implemented signal processing circuitry using a microcontroller.
 - Developed a USB interface to transfer data to a server.
 - Developed software to format, store and display radio astronomy data.
 - Researched radio telescope design and digital signal process techniques.
- Software Development Intern** Kroil Ontrack Inc., Eden Prairie, MN, May-Aug 2011
- Created internal tools used internationally by Ontrack engineers for recovering files.
 - Improved the test suite for internal libraries.
 - Researched and wrote documentation on developing and debugging in the Mac OS X environment
 - Ported internal libraries to Macintosh and worked extensively with the correct displaying of UNICODE characters.
 - Collaborated with 3 others to develop tools to recover data from corrupted Mac OS X hard drives.
 - Participated in Kroil Toastmasters International.

COMPUTER SKILLS

Languages: C, C++, C#, Java, PHP, MySQL, Perl, Python, Assembly, Unix Shell Scripting

Operating Systems: Linux, Unix, Windows, MS-DOS, Mac OS X, AIX

Software: WebSphere Application Server, WebSphere Extreme Scale, Eclipse, DB2, MS Visual C++, Macintosh X-Code IDE, MS Office Suite, DevPartner Studio

Java Technologies: Web Services, Enterprise Java Beans, Java Persistence Architecture, Remote

Method Invocation, Message Driven Beans, Java Connector Architecture, Servlets

ACHIEVEMENTS

Was awarded an Undergraduate Research Opportunity Program grant for Radio Telescope Design and funding from the National Radio Astronomy Observatory to attend a conference on "Millimeter and Submillimeter Astronomy at High Angular Resolution" in Taiwan.

EDUCATION

University of Minnesota Duluth UMD

Bachelor of Science Dec 2013 GPA: **3.6/4.0** Majors: **Computer Science and Computational Mathematics**

Dean's List for Academic Excellence 5 out of 8 terms.

References Available Upon Request.

CHERYL RESEARCHER

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Duluth, MN, 55805

researcher@d.umn.edu
218-123-4567

OBJECTIVE

Research position at Hormel Cancer Research Institute

EDUCATION

University of Minnesota Duluth UMD
Bachelor of Science May 2015 GPA: 3.4/4.0
Majors: **Biochemistry/Molecular Biology and Chemistry** Minor: **Math**

COURSEWORK

Advanced Organic Chemistry Lab, Physical Chemistry, Physical Bio-Chemistry, Molecular Biology

LAB SKILLS

Titration, IR, NMR, GCMS, rtPCR, qPCR, Tissue Culture, Gel Electrophoresis, NanoDrop

PROJECTS

Lab Safety Video. Proposed idea for new chemistry lab safety video to Chemistry Department Head and Environmental Health and Safety Head. Wrote script, filmed and edited scenarios into movie. Video is now required viewing for all students in chemistry lab courses.

Lab Experiment Videos. Developed video clips showing how to do experiments for all General Chemistry labs.

RESEARCH EXPERIENCE

Manipulating Tfam expression and mitochondrial capacity to overcome drug resistance in breast cancer cells. Undergraduate Research Opportunity Program, UROP, UMD, January 2014 to present
Awarded grant through competitive selection process to continue research. Determine experiments and interpret results. Test number of mitochondrial genes and compare them in MCF-7 and LCC9 breast cancer cells. Write final report on overall results of project. Presented at UROP poster session at the University of Minnesota, Minneapolis, Summer 2014

Mitochondrial capacity of breast cancer cells. Summer Undergraduate Research Program, SURP, UMD, June to August 2013

Awarded grant through competitive selection process. Conducted experiments to test whether or not there are biomarkers specific to anti-estrogen resistant breast cancer. Helped select tests and interpreted the results. Presented poster on research at UMD in August 2013.

PUBLICATION

Skildum, A. and **Researcher, C.** 2014. "Mitochondrial capacity is increased in resistant forms of cancer cells." American Journal of Cancer, Vol.20, Issue 15, 341-346.

ADDITIONAL EXPERIENCE

Resident Advisor, Housing and Residence Life, UMD, May 2012 to May 2013

- Ensured a safe and comfortable living environment for 145 students
- Planned social and educational events for residents that met their interests and needs
- Wrote monthly newsletters to residents
- Mediated conversations with residents on a variety of topics

Front Desk Assistant, Career & Internship Services, UMD, October 2011 to September 2012

- Scheduled appointments and assisted students, staff, faculty and employers
- Assisted with a variety of projects as needed

ACTIVITIES AND SERVICE

Student Representative to Board of Directors, Habitat for Humanity, Duluth MN, June 2013 to present

SAADAQ SOPHOMORE

123 2nd Street
Duluth, MN 55812
Before May 31, 2017

1234 89th Street
Eden Prairie, MN 55434
After May 31, 2017

218-722-0000
soph432@d.umn.edu

OBJECTIVE

A multimedia internship position with Alive Arts Media

EDUCATION

University of Minnesota Duluth UMD
Bachelor of Arts May 2017 Overall GPA: 3.3/4.0
Major: **English Minor: Arts in Media**
Relevant Coursework: Design Technology I, 2-D Digital Design

Normandale Community College

Post-Secondary Enrollment Options, Completed 30 credits, GPA: 3.3/4.0

Eden Prairie High School, Eden Prairie, MN

Diploma with High Honors, June 2013 GPA: 3.9/4.0

Completed four years of Spanish
College in the Schools: history, English, Journalism

HONORS

UMD Best in Class Scholarship
Rotary Scholarship
National Honor Society

RELATED EXPERIENCE

Writer, UMD Statesman, 9/14–present

- Build network of contacts for story leads and sources
- Pursue story leads through primary and secondary sources
- Meet weekly deadlines for idea submission, editing and printing

Editor, Eden Prairie High School Yearbook, 9/12–5/13

- Led section editors in page design in Adobe Indesign and common development of theme
- Managed progress of pages assigned to staff in order to meet deadlines from publisher
- Critiqued and edited pages before final submission to printer

Photographer & Staff Member, Eden Prairie High School Yearbook, 9/09–5/12

- Explored new ways of incorporating design elements into photographs using Adobe Photoshop
- Operated and maintained multiple professional cameras
- Tracked exposure of students and student groups to ensure fair coverage in yearbook
- Assisted in distribution of book at end of year

ADDITIONAL EXPERIENCE

Student Assistant, Office of External Affairs, UMD, Duluth, MN 9/14–present

- Research and fact check information to be included in press releases

Student Assistant, Career & Internship Services, UMD, Duluth, MN 11/13–present

- Assist 20-30 students per shift addressing their concerns and directing to other resources as needed
- Manage calendars for five career counselors by scheduling and checking in appointments.

Cashier, Erbert and Gerbert's Sandwich Shop, Eden Prairie, MN 5/11–8/13

- Trained new employees in customer service and restaurant procedures

COMPUTER SKILLS

Adobe Creative Suite 6, HTML, Microsoft Office

ACTIVITIES

Intramural broomball, UMD, 2014 and Varsity Soccer, Eden Prairie High School, 2012–2013



CYD LEVIN & ASSOCIATES
 CYD LEVIN ~ HAROLD LEWTER
 646.476.2668
 INFO@CLAMGMT.COM

GENE KELLY WILSON

AEA

Height: 6'1 Eyes: Hazel Hair: Brown Voice: Baritone/Tenor

Broadway/National Tour

Ghost The Musical

Sam Wheat Troika (Thomas Caruso, Paul Griffin)

Regional Theatre

South Pacific Lt. Adams, Cable u/s Asolo Rep (Rob Ruggiero)
 RENT Roger Davis Empire Theatre (Chris Berg)
 Avenue Q Princeton Empire Theatre (Chris Berg)
 Aida Radames u/s Theater Latté Da (Peter Rofnstein)
 The Light In The Piazza Giuseppe Naccarelli Theater Latté Da (Peter Rofnstein)
 Parade Frankie Epps Renegade Theater (Katy Helbacka)
 The Tempest Ferdinand & Others Adirondack Lakes Theatre Festival
 Side Show Buddy Foster Adirondack Lakes Theatre Festival
 Into The Woods Rapunzel's Prince Adirondack Lakes Theatre Festival
 The Fantasticks The Boy (Matt) Adirondack Lakes Theatre Festival

Readings/Workshops

When the Moon Hits Matthew Fontini Theater Latté Da (Benjamin Shaw)
 Your Eye (Jon Marrans)

Special Events, Concerts, Cruise Ships, Cabarets

sMAshED UP 54 Below (Benjamin Rauhaala)
 Ewallf & Walker's Pajamboree 54 Below (Adrià Barbosa)

Training

University of Minnesota Duluth
Bachelor of Fine Arts summa cum laude Major: **Musical Theatre** Minor: **Dance**

Acting: Tom Isbell, Ann Bergeron, William Payne, Kate Uferma
Voice: Dr. Regina Zona, Maria Williams-Kennedy
Dance/Movement: Ann Bergeron, Rebecca Katz-Harwood, Lila White

Special Skills

Armed/Unarmed Combat, Multiple Dialects, Juggling, Sports, Fencing, Equilibristics, Commedia dell'Arte, Auctioneer, Vocal Jazz, All State Choir, Saxophone, Guitar

www.genekellywilson.com

(Note: This is a possible format for acting positions which is different from earlier guidelines)

ELECTRA OHM

<http://www.linkedin.com/in/electraohm>

192 East Lighting Street
 Heliopolis, MN 55812

218-123-4567
 ohm31415@u.umn.edu

OBJECTIVE

Full-time Electrical Engineering Position

EDUCATION

University of Minnesota Duluth
Bachelor of Science in Electrical Engineering May 2017
 Itasca Community College
Associate of Science in Engineering and Associate of Arts May 2014

RELEVANT COURSEWORK

Power Systems Energy Conversion Systems Modern Communications
 Mechanics of Materials Antennas and Transmission Lines Control Systems

COMPUTER SKILLS

Languages: C++, Visual C++
 Software: Solidworks, Pro-Engineer 2015, AutoCAD 2D 2015, MS Office Suite

ENGINEERING EXPERIENCE

- **Engineering Intern**, American Precision Avionics, Duluth, MN 2014—present
 Interpret customer wiring diagrams to develop a process for manufacturing wire harnesses
- Recommend wire-harness efficiency changes to customers and design harnesses to customer specifications
- Order necessary crimp tools for new terminals to create proper crimp according to IPC
- Manage progress while building wire harnesses to meet delivery deadline
- Produce clear and concise process descriptions for assemblers to follow when manufacturing wire harness
- Test wire harnesses using Cirris Testers to ensure products are built to specifications

MILITARY MECHANICS EXPERIENCE

- **Aircraft Ordnance Systems Mechanic**, Air National Guard 148th Fighter Wing, Duluth, MN 2011—2018
 Received Air Force Iraq and Afghanistan Campaign Medals and Outstanding Achievement Medal for excellent performance in Post-Attack Reconnaissance team during a readiness inspection
- Adapted quickly to adverse situations during deployments in Iraq and Afghanistan
- Evaluated wiring diagrams to troubleshoot and repair electrical weapons systems on F-16 aircraft
- Performed numerous successful annual inspections on weapons off-equipment with no supervision
- Shipped torque wrenches and calibrated equipment to an Air Force Precision Measurement Laboratory
- Managed a tool room in Afghanistan and was accountable for over 1000 pieces of equipment
- Educated Airmen on hazardous materials and personal protective equipment

ACADEMIC ENGINEERING PROJECTS

Traffic Monitoring System Designed traffic monitoring system using two passive infrared sensors spaced four feet apart to collect vehicle speed and direction data and counted the number of vehicles by the sensor. Used an Arduino Leonardo to interpret data to an LCD display and stored data on a micro SD card.

Pneumatic Motor Designed an aluminum pneumatic motor using SolidWorks and manufactured it using a hand saw, mill, lathe, and drill press. Lathed drive wheel, drill-pressed holes, and used tap and die set for the bolts.

Solar & Wind Energy Worked with city of Grand Rapids, MN, and Riverfront Energy to propose a wind and solar system, and interpreted the information for the waste heat energy system that heated the city library. Researched bird-friendly wind turbines, wind speeds, and cost. Submitted written proposal to the city and Riverfront Energy.

VOLUNTEER EXPERIENCE

Youth Hockey Coach, Duluth East 7th and 8th Grade, Duluth, MN 2015—present
Tutor/Mentor, Lester Park Elementary, Duluth, MN 2015—2016
Mentor, Bridges Kinship Mentoring, Grand Rapids, MN 2013—2014

CERTIFICATIONS

CPR, AED, and Basic First Aid

STACY STAGEMANAGER
www.linkedin.com/in/stacystagemanager

5132 Stage Right Ave S
My Town, MN 55408

stagem09@d.umn.edu
222-451-4444

OBJECTIVE

Position as Duluth Campus Organizer for the Minnesota Public Interest Research Group.

EDUCATION

University of Minnesota Duluth UMD May 2017
Bachelor of Fine Arts, Cum Laude Overall GPA: **3.8 / 4.0**
Major: **Theatre**, Minors: **Art, Psychology**
Honors: Dean's List for Academic Excellence 8 of 8 semesters,
Member of Phi Kappa Phi Honor Society

RELATED EXPERIENCE

- Field Canvasser**, MPIRG, Minneapolis, MN, June 2017–Present
- Fundraise door-to-door and participate in a grassroots campaign to protect Minnesota's natural environment through legislative measures.
 - Engage in daily trainings in interpersonal communication by analyzing body language, energy, vocal tone and inflection in order to create a positive first impression.
 - Improvise and adjust communication style at each door in order to effectively reach people with a broad range of backgrounds, values and beliefs.

Co-Chair, MPIRG, Duluth, MN, Sept 2016–April 2017

- Presented financial requests with fellow Co-Chairs to the Student Service Fee Committee that resulted in a \$3,900 increase in funds for the academic year.
- Implemented recruitment plan by gathering emails, contacting professors and speaking in front of classrooms of 10 to 350 people over a 2-3 week period.
- Envisioned and executed ways to enhance creative collaboration and focus within the group by introducing specific games and community building activities.
- Attended biweekly Multicultural Center leadership meetings and relayed events and updates to chapter.
- Managed Google calendar and sent weekly email updates to student members.

Board Representative, MPIRG, Duluth, MN, Sept 2016–April 2017

- Represented the Duluth chapter at monthly board meetings by voicing concerns, voting on campaigns, shaping internal policies and discussing coalitions of the statewide nonprofit.
- Participated as member of the financial committee by attending meetings, examining monthly cash-flow documents, assets and liabilities and ensuring the organization remained within budget.

Arts Intern, CHOICE, unlimited, Duluth, MN, Sept 2016–Dec 2016

- Researched and compiled information on foundations and grants.
- Taught a weekly introductory acting class to a group of 18 adult participants, both with and without disabilities, that ended in a public performance.

ADDITIONAL EXPERIENCE

- Peer Educator**, Career and Internship Services, UMD, Duluth, MN, Oct 2015–May 2017
- Organized beginner resume workshops and presented information 1-2 times a month.
 - Worked one-on-one with students to craft well-written resumes and cover letters.

STACY STAGEMANAGER

5132 Stage Right Ave S
My Town, MN 55408

stagem09@d.umn.edu
222-451-4444

OBJECTIVE

Position as Assistant Stage Manager

EDUCATION

University of Minnesota Duluth UMD May 2017
Bachelor of Fine Arts, Cum Laude
Major: **Theatre**, Minors: **Stage Management** Minors: **Art, Psychology**
Dean's List for Academic Excellence 8 of 8 semesters

RELEVANT COURSEWORK

Stage Management Stagecraft II
Costume Construction I Scenic Design I
First Responder Production Management
Theatrical Drafting Scenic Painting
Group Communication Public Speaking

THEATRE EXPERIENCE

Stage Management

SM Intern "Camelot" Dir. Lancelot Arthur Chanhassen Dinner Theatre 2016
ASM "White Christmas" Dir. Bing Crosby Duluth Playhouse 2015
Dir., Playwright "Double Stuffed Dysfunction" Stage 2 Theatre 2015
SM "Last Summer at Bluefish Cove" Dir. Summer Sky UMD Theatre 2014
SM "Buried Child" Dir. Sam Shephard UMD Theatre 2014
ASM "Die Fledermaus" Dir. Wolfgang Mause UMD Theatre 2013
Production Crew
Crew Member "Cinderella" Dir. James Charming UMD Theatre 2015
Light Board Operator "Legally Blonde" Dir. Colleen Matthews UMD Theatre 2015
Running Crew "Break of Noon" Dir. Robert Martin Stage 2 Theatre 2014
Running Crew "South Pacific" Dir. Casey O'Malley UMD Theatre 2014

RELATED SKILLS

Lighting hang, focus and circuit; Scenic design and carpentry

CERTIFICATION

First Responder, Red Cross

MIRANDA MILITARY**ADDITIONAL EXPERIENCE**

- Human Resources Sergeant**, Army National Guard Aug 2006-May 2013
- Received Army Commendation Medal for exemplary service in combat, OIF 08-09
 - Achieved rank of Sergeant within three years of joining the service
 - Adapted quickly to many adverse situations during an extended deployment overseas
 - Obtained and currently hold secret level security clearance
 - Managed over 100 personnel files
 - Was appointed to serve as Equal Opportunity Leader and Unit Victim Advocate
 - Tracked and processed medical issues discharges and disability paperwork
 - Investigated and settled financial queries
 - Educated soldiers on regulations and current benefits available
 - Served as a liaison between soldiers and command in regard to punitive actions
 - Aided soldiers in preparing application packets for promotion opportunities
- Equal Opportunity Leader**, Army National Guard Oct 2010-May 2013
- Conducted sensitivity and ethics training exercises for entire company
 - Remained current with regulations and procedures regarding grievances
 - Advised leaders and cohorts of changes in regulations and procedures
 - Filed grievances and worked as liaison between victim and the accused
- Unit Victim Advocate**, Army National Guard Sep 2008-May 2013
- Informed victims of violence of procedures and legal rights
 - Extracted details from conversation to put case into perspective
 - Documented findings and referred to specialist or legal services as needed
 - Consulted with victims to ensure future safety
 - Conducted follow-up meetings to continue to assess needs
- Veterans Resource Center Student Employee**, UMD Aug 2009-May 2012
- Tracked veterans benefit stipends for 130 student veterans
 - Educated student veterans about GI Bill application process
 - Remained current on eligibility requirements for all programs
 - Screened and entered data daily into PeopleSoft and VA Once software programs
 - Processed required paperwork for student veterans to obtain benefits earned
 - Met with student veterans to explain options and best course of action

PROFESSIONAL DEVELOPMENT

- Safe Zone**, training that provides a visible network of volunteers for gay, lesbian, bisexual, transgender and other individuals seeking information and assistance regarding sexual orientation, gender identity, harassment and/or discrimination concerns, 2014
- Jason Foundation**, suicide prevention and intervention training, 2014
- North Dakota Counseling Association Conference**, 2014
- Native American Culture Awareness Conference**, 2014
- Minnesota School Counselor Association Conference**, 2014
- Minnesota Counseling Association Conference**, 2013

References available upon request.

MIRANDA MILITARY

military.miranda@gmail.com
345-812-2345

EDUCATION

- Minnesota State University Moorhead
Master of Science, Counseling and Student Affairs, May 2014
- University of Minnesota Duluth, UMD
Bachelor of Applied Science, Psychology and Coaching, May 2012

COUNSELING EXPERIENCE

- Counseling Intern**, Community Outreach Clinic, Minnesota State University Moorhead, Moorhead, MN Jan 2014-Present
- Provide individual counseling for college students and community members
 - Participate in weekly consultation meetings to discuss treatment plans
 - Refer clients to outside agencies as necessary to best serve client needs
 - Facilitate groups in school and community settings as needed
 - Administer Beck Depression Inventory and Burns Anxiety Inventory
 - Offer a strengths-based perspective during intake interviews
- School Counseling Intern**, Bemidji High School, Bemidji, MN Sep 2013-Apr 2014
- Developed comprehensive career development curriculum for 7th-12th graders
 - Conducted individual and academic counseling
 - Facilitated psycho-educational and process groups
 - Created and delivered classroom guidance lessons
 - Collaborated daily with parents and teachers regarding academic behavior concerns
 - Created Individualized Education Plan, IEP, and conducted 504 Plan Meetings
- Supervisor**, Fargo Youth Commission, Fargo, ND Sep 2012-Aug 2013
- Earned promotion to Supervisor after four months of employment
 - Qualified for CPR and First Aid through American Red Cross
 - Performed many tasks simultaneously on a daily basis including: routing phone calls, entering data into Kinderstreet software, assisting clients with concerns, completing safety checklists, answering client emails and supervising staff to ensure child safety
- School Counseling Intern**, Ellen Hopkins Elementary School, Fargo, ND Sep 2012-Dec 2012
- Facilitated social-emotional learning activities
 - Implemented Play Therapy activities to model appropriate behavior
 - Participated in weekly collaborative truancy and behavior meetings

RECOGNITION AND ACCOMPLISHMENTS

- Chi Sigma Iota Honors for earning 3.95/4.00 GPA in graduate program, 2013
- Semi-finalist for National Board for Certified Counselors Military Scholarship, 2013
- Dean's List during undergraduate work for earning a 3.5/4.0 GPA, 2011, 2012
- Co-founded and served as Vice President of the Veterans Club of UMD, 2010
- Received Army Commendation Medal for accomplishments while deployed, 2009

SHANNON PROGRAMMER
4050 Applegate Drive
Duluth, MN 55806
218-726-0000 or
218-720-0000
prog0023@d.umn.edu

OBJECTIVE

A challenging position in software development.

EDUCATION

Master of Science, Computer Science, April 2016
University of Minnesota Duluth UMD
GPA 4.0/4.0

Bachelor of Science, Cum Laude, Computer Science, May 2014
Capital College, Crystal, IA
GPA 3.7/4.0

COMPUTER SKILLS

Systems: UNIX, Solaris, Linux, Windows, Mac, DOS
Languages: C, C++, Java 2, JavaScript, XML, HTML, UML, Perl, Assembly, Visual Basic, FORTRAN, Python, Lisp, Pascal, COBOL
Software: SRGP, Tivoli, Secureway Policy Director, lex, yacc, Lotus Notes, Macromedia Dreamweaver, Adobe Photoshop, MS Office Suite, Expat parser toolkit, Final Cut Pro
Database Tools: SQL, MS Access
Other: SNMP, TCP/IP, MPI, Multiprecision packages, XML, Flash, LaTeX

COURSEWORK

Advanced Computational Logic
Advanced Computer Graphics
Systems Programming
Software Engineering
Advanced Graph Theory
Advanced Computer Architecture
Computer Networks
Database Systems Management
Digital Signal Processing
Artificial Neural Networks

MASTER'S THESIS

Collected color spectrum data used to model human perception under adverse weather conditions. Created and developed a model using adaptive filters and pattern recognition techniques. Designed several specialized computer systems to be used in simulation. Obtained funding from the Minnesota Department of Transportation to support research.

PROGRAMMING EXPERIENCE

Teaching Assistant, Department of Computer Science, UMD, Sep 2014-Present
• Design and prepare course material for undergraduate courses, Computer Science I, Introduction to C, Introduction to C++, Data Structures and Software Development
• Prepare and grade homework problems and laboratory assignments
• Conduct recitation sessions and laboratory practice

SHANNON PROGRAMMER

Technology Security Systems Intern, Cloverville National Labs, Cloverville, AZ, Jun 2014-Aug 2014

- Designed a virtual network necessary to carry out assigned tasks using VMware software
- Discovered potential weaknesses in configuration of Cisco VPN client used for remote access to Intranet
- Performed similar analysis of Zone Alarm personal firewall use to protect system
- Recommended actions that could be taken to minimize the possibility of compromise through VPN exploit
- Developed proof of concept tools used to demonstrate discovered exploits and presented to department

RELATED EXPERIENCE

Network Administrator, Village Green Townhomes, Duluth, MN Aug 2014-present

- Monitor, maintain and update computer system to meet user needs
- Provide technical support for over 500 residents
- Troubleshoot network-related and other general computer problems
- Install and configure current TCP/IP system, including DNS, DHCP, NAT firewall, routing and hardware
- Develop, maintain and update a website to promote the facility and inform residents of community events

Math Tutor, Department of Mathematics, Capital College, Crystal, IA, Sep 2012-May 2014

- Assisted students with problems and understanding the material in college level math courses including Calculus I and II in a campus wide drop-in tutoring center

PROJECTS

Blood Circulation Simulator: Developed software, as part of a team, to simulate the blood circulation system, allowing students to adjust parameters that affect blood flow. Used Java under Linux, Java Swing for GUI and JDBC for database connectivity, MySQL.

Artificial Neural Network Simulator: Experimented with and taught a neural network to predict boiling points for 275 chemical liquid compounds using PlaNNet.

Automobile Troubleshooter: Created an expert system to perform automobile troubleshooting using Java Expert System Shell.

Emulation of Resource Broker in Globus: Emulated the resource broker in Globus, Grid-enables operating system. Parsed RSL scripts and allocated the requested resources which are in the Globus network.

Holiday Travel Package Management System: Implemented a system to store, manipulate and generate reports of client data for a local travel agency.

ACTIVITIES

Long distance running, fresh-water surfing and white-water kayaking.

References and portfolio available upon request.