

Robin T. Bird

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School · 113 Moul Ave · Anytown, NY 14677 · Phone (333) 444-6666 · E-mail:

JOB OBJECTIVE

To obtain a full time cooperative education position in the Environmental Health and Safety field. Available March - August

EDUCATION

ROCHESTER INSTITUTE OF TECHNOLOGY, Rochester, NY

Major: Environmental Management and Technology

Degree: Bachelor of Science, expected in June xxxx

Related Subjects:

- Occupational Health and Safety
- Environmental Chemistry
- Introduction to Hydrology
- Advanced Hydrology
- Environmental Field Skills
- Field Biology
- Environmental Geology
- RASTER GIS (IDRISI)

GPA: 3.00/4.00

Activities: SEAL (Student Environmental Action League) xxxx, Winter Quarter xxxx-xxxx Independent Research analyzing soil cores & Atomic Absorption/ Computer mapping through IDRISI

SPECIAL SKILLS

OSHA 40 Hour Training Certificate, Land Surveying and Water Quality Testing, IDRISI, Able to understand Polish and Spanish.

RELATED WORK EXPERIENCE

FDR STATE PARK, Yorktown Heights, NY FDR State Park Ranger

- Opening and closing a state park.
- Responsible for the park and the safety of its patrons.
- Maintain order on pool deck, traffic control and enforce park policies.
- Perform other duties when needed such as tollbooth, boathouse, pool crew and clerical work in the office.
- Perform audits on the concession stands, office and tollbooths.

June xxxx to August xxxx

OTHER WORK EXPERIENCE

AEROPOSTALE, Yorktown Heights, NY Sales Associate

- Customer Service; helping customers any way possible, in a friendly and courteous manner.
- Keeping the store clean and organized; sweeping, vacuuming, dusting, organizing and restocking clothing.
- Maintaining the cash wrap; performing duties on the register, counting in and out. February 2005 to August xxxx

PIER 1 IMPORTS, Mohegan Lake, NY Sales Associate

- Customer Service; helping customers any way possible, in a friendly and courteous manner, suggesting and ordering furniture, retrieving furniture and helping with transport to customers car.
- Keeping the store clean and organized; creating displays, sweeping, vacuuming, dusting, organizing and restocking furniture.
- Maintaining the cash wrap; performing duties on the register, counting in and out. **October xxxx to January xxxx**

REFERENCES

Available upon request

James P. Just

Jpj1111@rit.edu

Home Address

7777 Dakota Dr.
Lovely Hills, MO 5000
Home- (248) 760-2222

School Address

1234 First Ave.
Rochester, NY 14609
Cell- (909) 808-1010

OBJECTIVE: To obtain a cooperative educational in the field of Civil Engineering
Available June xxxx - August xxxx

EDUCATION: **Rochester Institute of Technology**, Rochester, New York
Program: Civil Engineering Technology
Degree: Bachelor of Science (expected May xxxx)

PROJECTS:

- Surveyed and plotted (used Auto CAD) 5 acres
- Designed a houses using Architectural Desktop
- Designed, mixed and tested Concrete and Mortar (ASTM standards)
- Evaluate engineering properties of soils as well as soil tests

SKILLS: OSHA 30 Hour Training Certified, Completed over 90 hours of Auto CAD xxxx, Architectural Desktop 3.3 and Autodesk Inventor 6. Word 2007, PowerPoint 2007, Excel 2007, Prime TNT and M112 Demolition Block (C4) with use of Blasting Cap or Detonating Cord, Placement of M112 Demolition Block (C4) for object removal (doors, windows trees, wire obstacles), Placing Shape Charge and Catering Charge (40lb composition H6).

WORK

EXPERIENCE:

Company B, 31st Engineer Battalion, 1st Engineer Brigade, Fort Leonard Wood, Missouri
2nd Platoon, 2nd Squad, Alpha Team Leader
Certificate of Achievement "Honor Graduate" From William H. McCoy, Major General, USA Commanding
Certificate of Achievement "Engineer Trailblazer" From Richard A. Pratt, Lieutenant Colonel, EN Commanding
Certificate of Appreciation "Soldier's Creed" From Richard A. Pratt, Lieutenant Colonel, EN Commanding
(August xxxx - December xxxx)

1433rd Engineer Company (Sapper), Fort Custer, MI
2nd Platoon, 2nd Squad
Taught class on IED and Route Clearance
Certificate of Training "Training Improvised Explosive Device Simulator Course" From Captain Calvin Caverly
(December xxxx-Present)

Burger King, 2975 Walton Blvd, Lovely Hills MO
Senior Employee
Handled customer issues, Working Register, Cooking and advanced duties that helped the manager
(August xxxx- August xxxx)

ACTIVITIES/ INTERESTS:

Played both varsity Soccer and Lacrosse through out high school. Participant in RIT Intramural Soccer and Dodgeball. Play Club Soccer and Lacrosse at RIT (xxxx-xxxx). Running and Working out. Very interested in the Structural aspects of Civil Engineering (bridge work and other steel structures). Construction Demolition work.

REFERENCES: Provided upon request

Alicia S. Keys

Email: ask6819@rit.edu

Cell (908) 863-1746

Address: 23 Mountain Road · Great Lake, NJ 07818

RIT: 27 B Park Point, Rochester, NY 14623

Objective

To obtain a co-op position that will utilize skills in Electrical Engineering.
Available for a 3 or 6 month work period beginning March 20XX.

Education

Rochester Institute of Technology, Rochester, NY
Degree: Bachelor of Science, expected in May 20XX
Major: Electronic Engineering Technology
GPA: 3.243/4.00

County College of Morris, Randolph, NJ
Degree: Associate of Science, received May 20XX
Major: Electrical Engineering Technology
GPA: 3.31/4.00
Honors: Dean's List for three semesters

Classes

Technical Programming, Digital Fundamentals, Circuit Theory I and II, College Physics, Math, Microcomputers, Machines and Transformers, Electronics I and II, Data Analysis, Liberal Arts, Writing

Lab Projects

Ipod Amplifier

Project involved simulating an amplifier circuit in Multisim. Circuit was then built on a breadboard and tested with an oscilloscope and function generator to determine proper functionality. Circuit was then soldered together into a cabinet for portability.

Analog/Digital Filter

Project involved analyzing a wave file with MATLAB to locate an interfering tone placed by the professor. Analog and Digital filters were designed based on the knowledge from class to remove the interfering tone.

Skills

Languages: C++, VHDL, MATLAB, LabView

Software: LabView, Multisim, Orcad PSpice, ModelSim, Quartus, MATLAB, SourceSafe, Agile, Microsoft Office

Equipment Expertise: Oscilloscope, Multimeter, Function Generator, Network Analyzer, Power Supplies

Experience

RIT Crossroads Cafe, Rochester, NY

September 2010-Present

Deli Counter

Prepare food for customers and maintain clean work area. Work 20 hours per week.

UPS, Mount Olive, NJ

Summers 2008-2010

Receptionist

Directed customer inquiries, updated Excel files, and provided back-up coverage for administrative assistants.

Activities

IEEE RIT Student Chapter: Member since March 2010

WE at RIT, Woman Engineering Club: Member since September 2009

- Student Mentor, March 2010-present

Science Bowl, High School Club: September 2008 – June 2009

- President, March – June 2009

Piano, Chess, Soccer, Traveling, Gardening, Camping, Girl Scouts

Terence C. Monday

4099 Nathaniel Rochester Hall

Rochester, NY 14623

Phone: (585) 486-3333

E-mail: tcm1111@rit.edu

Objective	To obtain a co-op position in the field of Electrical/Mechanical Engineering. Available March xxxx through November xxxx.
Education	Rochester Institute of Technology, Rochester, New York Program: Electrical/Mechanical Engineering Technology Degree: Bachelor of Science (expected May xxxx) GPA: 3.53/4.0 PFOS: 3.61/4.0 Honors: Dean's List for 5 consecutive quarters
Skills	SolidWorks xxxx, Working Model 2D, Microsoft Word/Excel/PowerPoint, MathCAD Professional Technical Communication Fluent in Thai language
Courses	Calculus, Solid Modeling and Design, Physics, Circuit Theory, Data Analysis, Machines and Transformers, Applied Fluid Mechanics, Applied Micro Processors, Engineering Economics, Chemistry, Technical Programming Effective Technical Communication
Project Experience	<u>RIT Bus Schedule</u> : Redesigned the RIT Green Line Bus schedule. <u>Air Ventilation System</u> : Design a pipe system for air ventilation. <u>Beam Failure Analysis</u> : Evaluated beam design for static and dynamic load failure modes.
Activities	Intramural Soccer, Break Dancing Club, Pool Club
Work Experience	T C D Co., Ltd. , Bangkok, Thailand <u>English and Math Tutor</u> Tutor English and high level mathematics to high school students. (December xxxx – August xxxx) International Community School , Bangkok, Thailand <u>Teaching Assistant</u> Provide assistance to high school teacher, including; working with chemistry lab materials, designing project outlines, presenting materials to classrooms. (July xxxx – September xxxx)
References	Available upon request

William M. Kand

44 Flute Drive
Rochester, NY 14624
Phone: (585)000-0000
E-mail: wmk0000@rit.edu

- Objective** To obtain a co-op position in the field of Mechanical Engineering. Available March xxxx through November xxxx.
- Education**
- Rochester Institute of Technology**, Rochester, New York
Program: Mechanical Engineering Technology
Degree: Bachelor of Science (expected May xxxx)
GPA: 3.60/4.0
PFOS: 3.80/4.0
Honors: Member – Golden Key International Honor Society,
Dean’s List for four consecutive quarters
- State University of New York at Alfred**, Alfred, New York
Program: Mechanical Engineering Technology,
Product and Machine Design
Degree: Associate in Applied Science (May xxxx)
GPA: 2.61/4.0
Honors: Dean’s List for one semester
- Project Experience**
- Pump Hoist Frame: Designed a hoist frame for static load conditions.
 - Heat Sink Application: Evaluated thermal characteristics of a surface mount component and its environment; solve for heat sink requirements.
 - Beam Failure Analysis: Evaluated beam design for static and dynamic load failure modes and number of cycles to failure.
 - Engine Dyno Test: Dynamometer test of an internal-combustion engine to evaluate performance for a range of speeds and loads.
- Skills** Unigraphics NX 2, SolidWorks xxxx, Autodesk Inventor, AutoCAD xxxx/xxxx, Working Model 2D, Mathcad Professional, CNC programming, PADS Mentor Graphics, Microsoft Word/Excel/PowerPoint
Interpersonal communication, self motivated, team-oriented, determined.
- Work Experience**
- Annapolis Micro Systems**, Annapolis, MD
Engineering Assistant Co-op
Provided engineering support for the PCB Group, including: custom heat sink CAD design, prototype design board mock-up, stock part modifications design, thermal management analysis for heat sink application requirements; update or create documentation for project history, mechanical standards and procedures, BOMs, prep sheets, inspection procedures; communicate with product/ service vendors.
(June – Aug xxxx)
- Goulds Pumps/ ITT Industries**, Auburn, NY
Manufacturing Engineer Co-op
Provided engineering support for sump/effluent/sewage focus factory; participated on a Six-Sigma process improvement team; designed pump test station, created tool designs, performed time studies, improving efficiencies; worked independently, coordinated/communicated with assembly, machine shop, engineering, product/service vendors.
(Mar – Sept xxxx)

John J. Smith

jjs1234@rit.edu

Home Address

1140 Stanton Lebanon Rd
Lebanon, NJ 08833
(908) 236-9484

School Address

640 Grace Watson Hall
Rochester, NY 14623
(585) 475-3884

OBJECTIVE: To obtain co-op experience in the fields of Computer/Electronic Design and Manufacturing. Available June to November, xxxx

EDUCATION:

Rochester Institute of Technology, Rochester, NY

Program: Computer Engineering Technology

Degree: Bachelor of Science, May xxxx

Honors: Phi Theta Kappa National Honor Society Scholarship

Middlesex County College, Edison, NJ

Program: Electrical Engineering Technology; Computer Electronics

Degree: Associate in Applied Science, Awarded May xxxx

GPA: 3.61/4.00

Honors: Phi Theta Kappa National Honor Society Member,
Dean's List, High Honors Graduate.

Related Courses:

Electronic Devices	Circuit Theory	Electronic
Schematic Capture	Microcomputers	Digital Fundamentals
Operating Systems	Digital System Design	PEDA
Digital/Data Communications and Networking		
Computer Troubleshooting and Pheripherals		

SKILLS:

C and C++ Object Oriented Technology Programming, Assembly language (680x0 and 80x86), UNIX, VAX/VMS, DOS, System 7 and Novel Netware operating systems, SUN, DEC, IBM PC, and Apple Macintosh hardware, Electronic Design Automation, fluent in French and Armenian, liberal arts concentration in language communication.

WORK EXPERIENCE:

CJ Clark & Company, Rochester, NY

Assistant Salesperson. Assisted customers in finding products meeting their specifications; general clerical duties. xxxx to xxxx

Round Valley State Park, Lebanon, NJ

Supervisor to Seasonal Visitor Services Personnel. Supervised four man crew; enforced park and state laws; patrolled 3600 acre park; minor electrical work in state patrol vehicles. xxxx to xxxx

INTEREST /LEADERSHIP:

Member of the *Institute of Electrical and Electronics Engineers* - President of local chapter xxxx-xx; Two IEEE student presentations on CD-ROM Technology and "The Installation of a Bus Local Area Network for Fifteen Users." Active member of *Sigma Pi Fraternity International* - secretary, sergeant at arms, public relations and Rush Chairman, *Resident Halls Association* - Governor of resident quad winter xxxx to winter xxxx, Club Lacrosse, Intramural sports, Cross Country Skiing, RIT Ritchie the Tiger school mascot

REFERENCES:

Provided upon request.

Ralph X. Smith
(rxs1234@rit.edu)

Home Address
1008 Smith Avenue
Binghamton, NY 13908
(607) 123-4567

School Address
491 Fairwood Circle
Rochester, NY 14623
(585) 475-0101

OBJECTIVE To obtain cooperative education experience in the field of Manufacturing Engineering.
Available March xxxx - August xxxx

EDUCATION **Rochester Institute of Technology, Rochester, NY**
Bachelor of Science, May xxxx
Manufacturing Engineering Technology
GPA: 2.97/4.0
Honors: Outstanding Transfer Scholarship
Phi Theta Kappa National Honor Society Scholarship

Related Courses:

Non-Traditional Manufacturing Solutions to Engineering Problems	Computer Aided Design Technical Communication
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Erie Community College, Buffalo, NY
Associate in Applied Science, Awarded May xxxx
Robotics and Manufacturing Technology
GPA: 4.0/4.0
Honors: Phi Theta Kappa National Honor Society Member

Related Courses:

Non-Servo Robotics	Automatic Control Systems	Digital Logic
Servo Robotics	Traditional Manufacturing	Fluid Power
Microprocessors	Mechanical Power Transmission	Electronics

General Motors Training Center, Clarence, NY
Eleven certificates awarded in the field of automotive maintenance, including:
MIG Welding and Brazing, June xxxx
Specialized Electronics Training, March xxxx
Port Fuel Injection, November xxxx
Computer Command Control Electronic Engine Systems, September xxxx

SKILLS Basic, C, C++, Pascal, Fortran, Modula II, Assembly, AML, CNC Systems and Codes,
Taylor Software and Ladder Logic for Gould-Modicon and Allen-Bradley PLCs,
AMNET CIM System Set-up and Diagnostics, Unigraphics (CAD), Laser Dimensioning

EXPERIENCE **University Extension, University at Buffalo, Amherst, NY**

Senior Fleet Mechanic

Responsible for vehicle maintenance, purchases, and all associated accounts. Solved major fleet electrical problem resulting in reduced battery replacement costs.
(May xxxx - September xxxx)

Time Gas Transmission, Binghamton, NY

General Maintenance

Assisted in cathode-anode corrosion prevention maintenance. Aided in the upkeep of propane plants as well as maintaining measuring and regulating stations. Helped upgrade office HVAC controls. (Summers xx - xx)

INTERESTS Society of Manufacturing Engineers, RIT Outing Club, Skiing, Snowboarding

Marc Bisen

School Address
703 Park Point Dr.
Unit #1
Rochester, NY
14623
mjb8424@rit.edu
(210) 360-0909

Home Address
166 Pleasant Road
Coopersburg, Pennsylvania
18016

Objective

- To obtain a cooperative education position that will provide practical work experience in the field of telecommunications engineering. Available from March – August 20XX.

Education

Rochester Institute of Technology, Rochester , NY

- Major: Telecommunications Engineering Technology
- Degree: Bachelor of Science/Master of Science anticipated May 20XX
- Cumulative GPA: 3.346 PFOS GPA: 3.304

Relevant Coursework

- Telecom Fundamentals
- Technical Programming I & II (C++)
- Circuit Theory I – III
- Electronics I –IV
- Network Technology
- Digital Fundamentals
- Microcomputers
- Voice Communications
- Differential Equations
- Concepts in Systems and Signals

Computer Skills

- Windows XP, Windows Vista, MS Word, MS Excel, MS PowerPoint, MS Publisher, MS Outlook, MS Visio, MS Visual Studio 2008 (C++), Orcad Capture/ PSpice Simulator, Xilinx, AVRStudio4

Lab

- Voice Communications Lab: Study local and inter- exchange carrier environments with respect to analog and digital signaling principles, transmission equipment, services and subscriber loop engineering. Private and public telephone systems and networks are studied with respect to POTS, ISDN, digital loop carrier, cellular and traffic analysis.

Work Experience

Help Desk, ITS

Rochester Institute of Technology, Rochester, NY

- Assist students with computer usage questions. Train newly hired employees. Work 15 hours per week while maintaining full class load.

(September 2008-Present)

Orientation Assistant

Rochester Institute of Technology, Rochester, NY

- Engaged new students and families in their transition to RIT. Created and led group activities with the goal of initiating conversation between peers.

(August 18-29, 2008)

Interests

- Traveling, Video Gaming, History Novels, Snowboarding, Soccer, Running.

OBJECTIVE: To obtain a Full Time position in a challenging environment where my leadership, event planning, customer service and organizational skills can be utilized to positively impact a company seeking impact players

Summary of Experience:

- Customer Service
- Event Planning
- Proposal Creation
- Relationship Management
- Reservations Management
- Business Development
- Marketing Plan Design
- Cash Management

Education:

Rochester Institute of Technology, Rochester, NY

Bachelors of Science in Hospitality and Service Management
Minor in Communications: Advertising and Public Relations

May 2011

Professional Experience:

Salsa Catering and Special Events, Bronx, NY

June 2011 – Present

Off-Site Event Consultant

- Maintained and increased the sales volume of assigned accounts and territories
- Responsible for business development and the key representative at revenue opportunity functions; also responsible for following up with past clients and actively promoting the services of the company.
- Implemented customized marketing and promotional programs as on a case by case basis per business venture
- Responsible for closing customer complaints in accordance with company policy to ensure client satisfaction.
- Recommended three additional revenue streams to increase revenue for the company.
- Responsible for coordinating with all company personnel, event planners, productions staff, marketing, Sales department and other key divisions regarding the execution of catering events and programs.
- Tasked to call all client leads interested in the company's services, or discuss additional business opportunity.

Recreational Facilities at the Rochester Institute of Technology, Rochester, New York

March 2010 – May 2011

Recreation Attendant

- Responsible for daily up-keep of patron equipment, reservation management and efficient handling of patron ID's
- Managed daily procedures to minimize patron equipment loss
- Managed and created guest passes that generated additional revenue to the recreational facility
- Responsible for customer service activity to ensure all patrons have the appropriate access or usage rights

Salsa Catering and Special Events, Bronx, NY

June 2010 – September 2010

Co-op: Assistant Event Planner/ Executive Assistant to the President/CEO of the Co.

- Provided executive support insuring key deliverable and action items were scheduled for maximum productivity
- Responsible for taking leads for events and nurturing the relationship with potential clients
- Managed lead generations for special events that yielded a revenue range of \$800 to \$5000 per event
- Created proposals for surrounding schools and universities that brought new business to the company
- Designed floor plans and was responsible for event set up and breakdown
- Facilitated and set up forms for accurate equipment inventory eliminating inventory loss and tracking errors
- Responsible for researching dynamic business needs, regulated processes and presented findings to CEO

Mosaic University Junction, Rochester, New York

September 2009 – October 2009

Campus Ambassador

- Acted as the business liaison between University Junction and the Rochester Institute of Technology
- Tracked all weekly marketing activity and reporting to leadership weekly
- Developed a marketing plan to promote and launch the website universityjunction.com

Piatto D' Oro, New York, New York

June 2008 – August 2008

Hospitality Co-op

- Performed all Maître-d activities required to enhance the customer experience
- Conducted and managed catered orders and responsible for cash management
- Created reservations for large parties yielding more than \$1000 per month