

# Robin T. Bird

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Home · 509 Carlton Street · Corvalis, NY 1117 · Phone (333) 444-5555  
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](mailto:Jpj1111@rit.edu)

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## 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, 31<sup>st</sup> Engineer Battalion, 1<sup>st</sup> Engineer Brigade**, Fort Leonard Wood, Missouri  
2<sup>nd</sup> Platoon, 2<sup>nd</sup> 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)

**1433<sup>rd</sup> Engineer Company (Sapper)**, Fort Custer, MI  
2<sup>nd</sup> Platoon, 2<sup>nd</sup> 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

# Brian Hunt

4444 Nathaniel Rochester Hall  
Rochester, NY 14623  
Phone: (315) 278-5555

9999 Glen Drive  
Anytown, NY 14688  
Phone: (315) 676-8888

E-mail: bjh3333@rit.edu

**Objective** To obtain a cooperative education position in the field of Electrical Engineering.  
Available March, xxxx through August, xxxx.

**Education** **Rochester Institute of Technology** – Rochester, New York.  
Program: Electrical Engineering Technology  
Degree: Bachelor of Science (expected May xxxx)

**Morrisville State College** – Morrisville, New York. xxxx – xxxx.  
Program: Electrical Engineering Technology  
Degree: Associate's of Applied Science – May xxxx.  
G.P.A.: 3.85/4.0  
Honors: President's List for one semester,  
Dean's List for three consecutive semesters,  
Member of Phi Theta Kappa honors society.

**Skills** Experience with Orcad Pspice schematic capture and simulation software, Proteus Isis schematic capture software, Keil Microvision assembler/compiler software, Microchip MPLab assembler/compiler software, Target 3001! schematic capture and printed circuit board layout software, Microsoft Office programs, 3 years of soldering experience.

## Work

**Experience** **Marquardt Switches, Inc.** - Cazenovia, New York. May xxxx – August xxxx.  
Student Intern – Switches, Sensors, and Controls – Electrical Engineering.

- Designed and constructed test fixture for 2508 AC “Smart Switch”
- Designed and constructed test fixture for 27xx DC power tool switch series
- Assisted Quality Engineering with assembly line failure analyses
- Wrote program for flow sensor life test

**United Radio Service** - East Syracuse, New York. June xxxx – August xxxx, December xxxx – January xxxx, May xxxx – August xxxx, December xxxx – January xxxx.

Process Technician – Automotive Division – Visteon Department.

- Diagnosed and repaired faulty automotive audio equipment
- Compiled repair logs on company computers
- Assisted in shipping/receiving department as needed.

**References** Available upon request

## Terence C. Monday

4099 Nathaniel Rochester Hall

Rochester, NY 14623

Phone: (585) 486-3333

E-mail: [tcm1111@rit.edu](mailto: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	<b>T C D Co., Ltd.</b> , Bangkok, Thailand <u>English and Math Tutor</u> Tutor English and high level mathematics to high school students. (December xxxx – August xxxx)  <b>International Community School</b> , 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