Full Name
email@ckekson.edu
Mobile: (123) 555-5555

Current Address
123 Grove Street
Potsdam, NY 13699

Permanent Address
123 Maple Street
Buffalo, NY 12345

OBJECTIVE

An employment opportunity in a Computer Science related field.

EDUCATION

Clarkson University — Potsdam, NY — B.S. Computer Science, Mathematics; Minor: Business/Administration
GPA: 3.5 — Dean's List 6 Semesters — May 2010

Newcastle University — Newcastle, NSW, Australia — Study Abroad Exchange Program
GPA: 90— High Distinction — Completed: July 2009

RELEVANT EXPERIENCE

Eastman Kodak Company — Rochester, NY
Software Development — May 2008 — August 2008

- Led team from many positions in the company in finding and implementing a *new* bug -tracking solution.
- Investigated current system (Lotus Notes), created requirements for a new tool, conducted meetings and demonstrations of possible solutions, created proposal for recommended course of action, configured and administered the new system (JIRA) after decision was made.
- Created applications for migrating data between systems/databases using CU, XML, and Excel Macros.

Software Quality Assurance — May 2007 — August 2007

- Tested new software releases for the Kodak Picture Kiosk.
- Designed and executed test procedures, reported incidents, and worked with databases and Rational software.
- Organized and led meetings of project leaders, developers and QA team members for each original test procedure. Learned to work independently and in a group setting.

Clarkson Association for Computing Machinery — Potsdam, NY — September 2007 — Present

- Created and administer the Clarkson ACM Website using Dreamweaver and Photoshop.
- Attend seminars by guest speakers in the computing industry.

SKILLS

- Programming Experience — Java, C#, XML, and Web Development.
- Writing Skills — Ability to efficiently produce concise, organized reports, labs and memos.
- Public Speaking — Finalist in Senior High School Public Speaking Competition. Gained confidence and learned to engage audiences with my creative speeches.

EMPLOYMENT

Clarkson Writing Center — Potsdam, NY; 'fluor — August 2007 — Present

- Conduct writing conferences with students. Identify weaknesses in organization, development and style. Guide writers in solving the problems.
- Learned valuable interpersonal communication skills by collaborating with students from many fields. Trained in writing and tutoring.

TEAMWORK

- Ski Club — September 2007 — Present
- Intrammals — Captain of Basketball and Softball teams — September 2006 — Present