

Janey Co-op

janeycoop@bgsu.edu

Current Address
111 Park Avenue
Bowling Green, Ohio 44444
555-555-5555

Permanent Address
111 Park Avenue
Cleveland, Ohio 44444
555-555-5551

OBJECTIVE

To obtain a co-op/internship in the field of Mechanical Design with a reputable company where learning and growing are important values and where I could potentially gain full-time employment after graduation.

EDUCATION

Bowling Green State University - Bowling Green, OH
Degree: Bachelor of Science in Technology
Double Major: Mechanical Design Technology & Technology Education
GPA: 3.5
Expected Date of Graduation: May 2007

WORK EXPERIENCE

Janitor: Cleaning Services - Bowling Green, OH (September 2005-Present)

- Employed exceptional work ethic and self-management skills
- Proved responsible for knowing and maintaining work standards
- Improved time management skills

Desk Clerk: Residence Life, Bowling Green, OH (August 2003-April 2005)

- Assisted students with problems and concerns
- Answered students questions about dorm life
- Responsible for sorting and distributing mail

Intern/Assistant: Energy and Automation - Bowling Green, OH (May 2003-August 2004)

- Tracked the Engineering Change Notice procedure to improve completion time
- Wrote Engineering Change Notices (ECN)
- Corrected AutoCAD and ProE drawings
- Assisted with testing of Magnetic Armatures
- Assisted in implementing the Lean Manufacturing process
- Constructed racks and shelving for Lean Manufacturing
- Strengthened interpersonal communication skills in the business environment
- Developed strong working relationships with various department heads and company employees

RELATED COURSE WORK

Design ¾ AutoCAD, Inventor, and Stats and Strengths of Materials; Manufacturing; Technology Systems; Electronics; Construction; Physics; Technical Writing; Education-based classes

COMPUTER SKILLS

Microsoft Word, Outlook, PowerPoint, Excel, Access; AutoCAD; RasterCAD; Inventor; ProE; Adobe Reader

ACTIVITIES & HONORS

BGTECA – Vice-President (August 2005-Present)
Dance Marathon – Dancer relation's core committee member (September 2005–Present)
Dean's list - Fall 2004, Spring 2005
Technology Ambassador's Club

Johnny Co-op

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111 Park Avenue t Bowling Green, Ohio 44444
Home Phone 555-555-5555 t Mobile Phone 555-555-5551
Email johnnycoop@bgsu.edu

OBJECTIVE

I plan to obtain a position in the field of mechanical design using CAD to further my knowledge and to provide my skills to improve the quality of the company.

EDUCATION

Bowling Green State University; Bowling Green, OH
Major: Mechanical Design Technology
Degree: Bachelor of Science in Technology
G.P.A.: 3.5/4.0
Expected Graduation Date: May 2008

Related Coursework:

- Design and Engineering Graphics
- Engineering Design and Production Drawing
- Electrical-Electronic Systems
- College Physics I and II
- Basic Computer-Aided Design
- Advanced Computer-Aided Design
- Statistics and Strength of Materials
- Introduction to Manufacturing Processes and Systems
- Introduction to Programming
- Introduction to Economics

QUALIFICATIONS

I completed two years of CAD/CAM during high school. I also have completed four semesters of design course work at Bowling Green State University. I am currently in my fifth semester.

COMPUTER SKILLS

Microsoft Office	AutoCad
Microsoft Works	Personal Internet Use
Mechanical Desktop	

WORK HISTORY

Fall 2004-
Spring 2005

Laboratory Aide at Bowling Green State University
My duties included laboratory assistance.

Summer 2003-2005

General Labor, Bred International Inc.
My duties included material handling, general tasks and fork lift operator.

Summer 2002

Groundskeeper, Lawn Maintenance Inc.
My duties include mowing lawn/ditch banks, trimming shrubs and general maintenance.

Summer 2001t

Family Farm Operation, Jay Smith
My duties include farm equipment operator, truck driving, general maintenance, servicing of equipment and general task.

AWARDS RECEIVED

- Epsilon Pi Tau Inductee; honorary for professionals in technology Spring 2006
- BGSU Classified Staff Scholarship 2006
- BGSU College of Technology Dean's Honor Roll Summer 2005
- BGSU College of Technology Dean's List Spring 2005
- BGSU Classified Staff Scholarship 2005
- National Honor Roll 2003-2004
- National Honor Society 2004
- Who's Who Among American High School Students 2001-2004

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Objective

To obtain an internship position in the Mechanical Design Field that will apply skills learned in the classroom to a practical working environment.

Experience

May – August 2005 Automotive Plastics Bowling Green, OH

Engineering Co-op

- n Assisted Production Engineers with robotic programs.
- n Arranged meetings with subcontractors, ordered, designed and fabricated parts.
- § Updated Excel spread sheets.

May-July 2003, 2004 America Manufacturing Inc., Bowling Green, OH

Motorcycle Assembly Plant Material Services Department, Assembly

- n Unloaded and sorted parts from containers for use on the assembly line.
- n Distributed parts to appropriate areas for assembly.
- § Sub assembled components of motorcycles on the assembly line.

May-August 2002 Bowling Green Cleaners Bowling Green, OH

Cashier, Bag and Tagged

- n Received, properly sorted, tagged and bagged customers dry-cleaning.
- n Operated cash terminal to check out customer orders.
- n Handled all customer related functions.
- § Opened and closed stores while working independently as directed.

Education

Bowling Green State University, Bowling Green, OH

- § Major: Mechanical Design Technology
- § Degree: Bachelor of Science in Technology
- § Expected Graduation Date: Fall 2007

Recent Projects

- § Completed many design courses that cover regular AutoCAD and Catia including some experience with renderings. Because of my many design classes, I have a portfolio to showcase my recent work.

Qualifications

- § Responsible and dependable
- § Proficient in AutoCAD, Inventor 10, Catia
- § Mechanically inclined
- § Experience with auto assembly and car restoration
- § Eagar to learn

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Alternate Address

111 Park Avenue
Bowling Green, OH 43402

PROFESSIONAL OBJECTIVE

To obtain an internship position with a company where I would have the opportunity to apply knowledge and techniques learned in the classroom.

EDUCATION

Bowling Green State University, Bowling Green, OH

Degree: Bachelor of Science in Technology

Major: Mechanical Design Technology

G.P.A.: Major: 3.75/4.0 Cumulative: 3.5/4.0

Graduation Date: August 2007

Related coursework includes:

Physics II - Statics & Strength of Materials - Mechanical Design - Design and Engineering Graphing - Advanced Computer Aided Design - Engineering Design and Production Drawing - Introduction to Manufacturing - Mechanical and Electrical Building Systems - Human Resource Management

WORK EXPERIENCE

Bursar's Office, Bowling Green, OH **BURSAR REPRESENTATIVE** 08/2003 - Present

- Address tuition invoice inquiries for students and parents.
- Work with student and administrative staff to resolve conflicts.
- Constantly increasing communication and personal skills.

Engineering Company, Bowling Green, OH **INSTRUMENT OPERATOR**, Intern 05/2005 - 08/2005

- Operated the vehicles to provide layout of roads, buildings, sewers, and water.
- Provided general mapping of existing conditions and layout of buildings and homes.
- Functioned as an integral part of a survey crew.

Engineering Company, Bowling Green, OH **OFFICE TECHNICIAN** 05/2004 - 08/2004

- Scanned original construction documents and archived in digital format.
- Helped company become more organized in filing and retrieving archived documents.
- Compiled and assembled construction documents for submission.

SKILLS & ACCOMPLISHMENTS

- Experience with Autodesk Inventor, AutoCAD 2005, and Microsoft Office.
- Dean's List: Spring semester 2005, Fall semester 2005
- Awarded a \$1,300 scholarship for academics in technology at BGSU. 2006
- Awarded for greatest dedication and sportsmanship among male athletes in high school. Included a \$750 scholarship towards college. 2003

REFERENCES Available upon request.

