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| MORGAN ELIZABETH (LIZ) NEILSON |

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| College address:5634 University City Blvd., Apt. 56BBlacksburg, VA 24060 | Address after August 15, 20XX:2107 Calvin StreetManassas, VA 22221 |

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| **OBJECTIVE** | Industrial engineer; interests in manufacturing, cost analysis, and occupational safety |
| **EDUCATION** | **B.S., Industrial and Systems Engineering**, August 20XXVirginia Polytechnic Institute & State University, Blacksburg, VirginiaGPA: In-major: 3.37/4.0 Overall: 2.88/4.0Earned and financed 70% of college and living expenses |
| SKILLS | Knowledge gained through ISE project work includes: |
|  | Cost AnalysisMaterials Handling | Human FactorsPlant Layout | Inventory ControlStatistics |
| Computer Skills: |
|  | IBM PC / MainframeMacintosh / AppleAutoCAD/ CADKEY | FORTRANVisual BASICWordPerfect | MS ExcelMS WordBlocPlan | SASFactoryFLOWFactoryCAD |
| **COURSE****PROJECT** | **Project Manager for Senior Design Team,** Omega Window Co., Inc., Salem, VAFall 20XX – Spring 20XX* Analysis and evaluation of current layout of the window fabrication facility.
* Collection and interpretation of materials handling and flow data.
* Developing alternative facility layouts to reduce materials handling.
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| **EXPERIENCE** | **Summer Engineering Intern,** Perkins Company, Inc., Cleveland, OH, Summer 20XX* Application of CAD skills to both office layout and curtain wall analysis.
* Compiled ANSI structural leading programs using computer knowledge.
* Assisted applications engineers in preparing stamped structural calculations.
* Made formal presentation of projects and accomplishments to management team.

**Maintenance Administration,** Cuyahoga Foods, Inc., Bridgewater, VA, Summer 20XX* Maintained and updated computer cataloguing of machine parts room.
* Ordered, received, and distributed valuable machine parts and supplies.
* Prepared purchase orders for cost accounting.

**Engineering Technician**, Naval Air Systems Command, Arlington, VA, Summer 20XX* Developed Close Air Support Effectiveness math model using FORTRAN.
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| **AWARDS & ACTIVITIES** | Perdue Farms Inc., National Scholarship, 20xxSociety of Manufacturing Engineers, 20xx-presentMarching Virginians & Metro Pep Band, 20xx-presentDean's List: Fall 20XX, Spring 20XX |

**Features of this resume:**

* Skills not limited to computer skills.
* Course project experience detailed just like other work or internship experience.
* Table is used to format only – **borders are set not to show on the print document.**
* Font = Times New Roman 11.
* Margins 0.6 on top, bottom,and sides.