CATHERINE W. ALVAREZ

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| Current address:  603 Deer Run Road, Apt. 6  Blacksburg, VA 24060 | (703) 555-8304  [caalvarez@vt.edu](mailto:caalvarez@vt.edu) | Permanent address:  4035 Rolling Hill Drive  Manassas, VA 22221 |

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| **OBJECTIVE** | |
|  | Position in transportation engineering focusing on forecasting models for planning |
| EDUCATION | |
|  | **M.S., Transportation Engineering,** Expected May 20XX  **B.S. Civil Engineering, Environmental Option; English Minor,** May 20XX  Virginia Polytechnic Institute & State University (Virginia Tech), Blacksburg, Virginia  Earning and financing 90% of college and living expenses |
| RELATED EXPERIENCE | |
|  | **Graduate Research Assistant**, Aug 20XX-present  Civil Engineering Dept., Virginia Tech, Blacksburg, VA   * Analysis and suggestions for improving **TRANSIMS** (**TR**ansportation **AN**alysis and **SIM**ulation **S**ystem, an integrated system (C++ on Linux) of travel forecasting model designed to give transportation planners accurate, complete information on traffic impacts, congestion and pollution) developed by the Los Alamos National Laboratory for FHWA.   **Engineering Assistant**,Summer 20XX  **Federal Highway Administration,** San Juan, PR  Study: *Continuous Process Improvement Review on Bridge Deck Construction*   * Researched the actual and best practices in bridge deck construction. * Participated in meetings to evaluate actual practices against best practices. * Prepared draft and final reports addressing deficiencies in actual practices.   **Undergraduate Research**, Fall 20XX  Civil Engineering Dept., Virginia Tech, Blacksburg, VA   * Contributed to design and testing of freshwater chamber to replace methods used by seafood industry to separate crab meat from claw; chemical analysis of resulting wastewater.   **Project Engineer Intern**, Summer 20XX  Michael Baker Corporation, Annapolis, MD   * Performed quality assurance on traffic networks for emissions modeling. * Designed queries to extract information from MS Access traffic databases. * Created user interface for data entry in traffic databases. |
| **OTHER EXPERIENCE** (part-time during school to fund college tuition and expenses) | |
|  | Office Assistant, Software Technologies Laboratory, Blacksburg, VA May - Dec 20XX  Cashier, Kroger, Blacksburg, VA January – May 20XX |
| **COMPUTER SKILLS** | |
|  | Operating Systems: Windows NT, Unix  Software: MS Word and Excel  Programming: Visual C++ |
| **ACTIVITIES & HONORS** | |
| **Features of this resume:**   * Financing costs of education * Experience split into "related" and "other." Details given for "related" experience; not needed for "other," which includes explanation that these jobs helped fund college expenses. * Headings above each section * Font = Verdana 9.5; side margins = .6; table used for formatting – **set borders not to appear on resume!** | Academic Excellence Workshop Facilitator, Office of Minority Engineering Programs, 20XX   * Led several small groups to assist students with study skills.   Waste Policy Institute Undergraduate Research Award for fall 20XX project  Society of Women Engineers Retreat Committee Chair, 20XX-20XX  YMCA Volunteer Tutor at Blacksburg High School, 20XX-20XX |