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| Natalie R. Constantine(540) 953-5553nconst@vt.edu |
| **College Address**:451-L E. Roanoke StreetBlacksburg, VA 24060 | **Permanent Address:**1302 Marquis CourtFallston, MD 21047 |
| **Objective** | Position in for-profit sector assisting organization in natural resource conservation and compliance with environmental laws and regulations. |
| **Education** | **B.A. Economics,** May 20XX**B.S. Natural Resources, Environmental Resource Management**, December 20XXVirginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, VirginiaGPA 3.6/4.0**International Studies on Sustainability in Europe**, Summer 20XX |
| Experience | **Legal Assistant**, Mark R. Stanley, Attorney at Law, Christiansburg, Virginia April 20XX – present, part-time during college* Assisted the attorney in various matters concerning real estate, social services, criminal, family and common law cases.
* Gained practical experience and knowledge in legal issues and terminology.

**Co-op**, Mead Paper,Chillicothe, OhioMay – August 20XX, January – May 20XX, August – December 20XX* Worked on a large-scale Ecosystem Research Project in cooperation with the U.S.F.S.

Learned phases of industrial use of natural resources.* Used GIS and GPS systems to inspect pine tree plantations and map company lands.

**Technical Assistant,** Johnson Controls, Inc**.**, Sparks, MarylandMay – August 20XX* Assisted mechanical engineers with HVAC system design.
* Transferred and edited design drawings on computer programs.

**Office Assistant,** Tritronics, Inc**.**, Abingdon, Maryland March 20XX – January 20XX, part-time during high school* General office duties, data entry, filing, answering customer service calls.
* Packed and shipped inventory electronic parts nationwide.
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| Skills | GIS, GPS, AutoCAD, MS Word, MS Excel, legal research. |
| **Honors & Activities** | **Virginia Tech** **Environmental Resources Club** (20xx – present)* Founder and president of student club promoting interest in the environment.
* Planned social activities around environmental issues to enhance student interest.
* Organized and chaired a large environmental debate.

**Volunteer, Special Olympics**, Maryland and Virginia (20xx – present)* Coach basketball teams, and organize events.

Xi Sigma Pi,National Forestry Honor Society (20xx – present)Alpha Delta Pi Sorority (since 20xx) |

**Features of this resume:** Earning two bachelor’s degrees. (distinct from double-majoring)

Details on student activities including leadership role.

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