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| MORGAN ELIZABETH (LIZ) NEILSON |

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| College address:  5634 University City Blvd., Apt. 56B  Blacksburg, VA 24060 | Address after August 15, 20XX:  2107 Calvin Street  Manassas, 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 20XX  Virginia Polytechnic Institute & State University, Blacksburg, Virginia  GPA: In-major: 3.37/4.0 Overall: 2.88/4.0  Earned and financed 70% of college and living expenses | | | | |
| SKILLS | Knowledge gained through ISE project work includes: | | | | |
|  | Cost Analysis  Materials Handling | Human Factors  Plant Layout | Inventory Control  Statistics | |
| Computer Skills: | | | | |
|  | IBM PC / Mainframe  Macintosh / Apple  AutoCAD/ CADKEY | FORTRAN  Visual BASIC  WordPerfect | MS Excel  MS Word  BlocPlan | SAS  FactoryFLOW  FactoryCAD |
| **COURSE**  **PROJECT** | **Project Manager for Senior Design Team,** Omega Window Co., Inc., Salem, VA  Fall 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. | | | | |
| **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. | | | | |
| **AWARDS & ACTIVITIES** | Perdue Farms Inc., National Scholarship, 20xx  Society of Manufacturing Engineers, 20xx-present  Marching Virginians & Metro Pep Band, 20xx-present  Dean'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.