

Hope College TRiO Upward Bound Senior Portfolio Resume

General Guidelines:

- Use the following site as an excellent resource for writing your resume:
 - http://www.jobweb.com/Resumes_Interviews/default.htm
 - <http://www.collegeboard.com/article/0,3868,2-7-0-36957,00.html>
- At these sites, you can find out what a resume is, learn how to prepare an effective resume and view sample resumes (at the www.jobweb.com site).
- You may choose from the sample formats available at this site as to how to set up your resume but it must include the following:

- Formal name
- Address
- Phone numbers, including area codes
- E-mail address
- Web address (if applicable)
- Objective: To obtain admission to a college or university
- Education
- Experience (Employment, Internships, etc.)
- Honors and Activities
- References

Derrick Crane

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Education

B.S. in mechanical engineering, focus in automotive engineering, University of Michigan, Ann Arbor, MI, May 1998.

Experience

Co-op engineer, General Motors Corp., Detroit, MI, Fall 1997.
Worked on advanced test project that involved mechanical design, CAD/CAM composite technology, automobile structures, and coordination among project groups.

Mini-Baja team participant, University of Michigan, Fall 1996-Spring 1997.
Worked on six-member team of students that designed and built a miniature stock car and competed in National Society of Automotive Engineers-sponsored competition.

Summer Intern, Southwest Research Institute, Emissions Control Department, San Antonio TX, Summer 1996.
Assisted in experimental and literature research, prepared figures and data for technical papers, and computed engineering calculations.

Assistant mechanic, Dewey's Garage, Lansing, MI, Summers 1993, 1994, 1995.
Performed oil changes, tire rotations, radiator flushes and other tasks, and ran errands for family-owned automobile repair shop.

Related Coursework

Calculus, physics, thermodynamics, deformable solids, statics, materials science, basic circuits, fluids mechanics, controls, heat transfer, vibrations, statistics, design, turbomachinery, automotive engines, automotive structural design.

Computer Skills

CAD, AutoCAD, MathCAD, C++, Word, Excel.

Honors and Activities

Daniel M. Joseph Prize in Mechanical Engineering, 1997.

Tau Beta Pi engineering honor society, inducted 1997.

Society of Automotive Engineers, campus chapter, 1995-present.

Peer tutor in Calculus I and II.

Intramural basketball, 1994-1996.

MEG A. HERTZ

<p>Current Address 12 Gates Lane Boulder, CO 23849 (614) 555-0145</p>	<p>Permanent Address 34 Apple Court Glenade, CA 19058 (714) 555-7145</p>	<p>E-mail Address and URL herzm@ucolo.edu http://www.ucolo.edu/~coz/herzm</p>
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OBJECTIVE A position in software development.

EDUCATION B.S. in Computer Science, expected May 1998
University of Colorado Boulder, CO
Cumulative G.P.A. 3.66

WORK EXPERIENCE

Freelance Computer Consultant, September 1997-present
Create World Wide Web home pages and customize computer systems for clients in the Boulder, CO, area.

Intern, June-August 1997
Microsoft Corp., Redmond, WA
Worked as software design engineer intern on SNA Server 3.0. Implemented name-space providers (Windows 350NT DLLs written in C) for a variety of network protocols, including TCFDIP, Netware IPX, Lamm, Banyan VINES, and AppleTalk.

Undergraduate Research Assistant, September 1996-May 1997
University of Colorado Laboratory for Computer Science
Worked with Professor Daniel S. Poni in the parallel and distributed operating group. Performed UNIX applications to XCR, a prototype extensible implementation for the Intel i486.

Lab Attendant, September 1995-May 1996
Center for Academic Computing, University of Colorado
Maintained computer hardware and assist users on Windows 95 and Macintosh operating systems and various software packages.

Crew Leader, Summers 1993 and 1994
Mimi's Muffins, Glendale, CA
Supervised crew and managed bakery's daily operations.

COMPUTER SKILLS

Languages and Software
C, C++, Java, LaTeX, HTML, Word, WordPerfect.

Operating Systems
UNIX (Linux, Ultrix, SunOS), Windows 95, Macintosh.