

Mary Smith

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EDUCATION

University of Notre Dame

First Year Studies

GPA: 3.65

When applicable, be sure to include class projects to emphasize the skills you developed

Notre Dame, IN
May 20XX

Clay High School

GPA: 3.92 Class Rank: 3/267

South Bend, IN
June 20XX

EXPERIENCE

Introduction to Engineering Systems

Controlled Descent Project, Team Member

- Collaborated with a team of four members to design, build, and test a prototype to protect a "medical aid package"
- Designed a system to protect a weight and sensor dropped from a second story balcony, receiving positive feedback and A grade from professor

Notre Dame, IN
Fall 20XX

Fall 20XX

Iterative Design Project, Team Member

- Collaborated with a team of three members to iteratively design a picture frame for the University bookstore using SolidWorks
- Developed initial design for frame, 3D printed it, and tested it against specifications
- Redesigned and retested the frame based on feedback from peers, instructors, and customers to achieve a final product

Kildare's

Hostess

- Organize seating plan which matches the needs of the customers with availability of space and readiness of waiters and kitchen staff

South Bend, IN
Summer 20XX

Jane & John Doe

Child Care Provider

- Supervised the safety and well-being of two children, ages 6 and 9, on a daily basis from 20-40 hours a week

South Bend, IN
Summer 20XX

Camp Wilderness

Counselor

- Planned and organized daily activities for 40 new campers each week, ages 8-12 years for 8 weeks
- Enforced rules, improvised activities, and problem solved difficult situations

South Bend, IN
Summer 20XX

Frosty's

Sales Associate

- Accommodated customer needs by providing products in a fast paced environment by delegating responsibilities with team members

South Bend, IN
Summer 20XX

Experiences like babysitting, lifeguarding and camp counseling can be included to highlight the skills developed in those positions

ACTIVITIES

Mending Minds Club, Volunteer/Member

The Bald and Beautiful Club, Member

SKILLS

Language: Intermediate Italian

Computer: Microsoft Office, Mat Lab, LabVIEW, Adobe Illustrator, Photoshop