

**Zachary Clark**

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**Commented [1]:** You can increase the size of this name and put it into the header

**Commented [2]:** Change the way you separate these 3 items, not with -

## **RESUME PROFILE:**

Outstanding student seeking opportunities to grow knowledge and skills in applying current experience and education into an exciting career. Looking for new challenges and opportunities to apply my vast knowledge and skills.

**Commented [3]:** Be specific. If you are including a profile, give exactly what field or what items interest you for this section because you dont want to be as general as a profile.

## **EDUCATION:**

Tompkins Cortland Community College, A.A. Criminal Justice 2018

SUNY Cortland, B.A. History 2021

University of Buffalo, B.S. Civil Engineering anticipated 2024

**Commented [4]:** Personally will put more recent degrees closer to the top of this section because that way it catches the eye better

**Commented [5]:** These specific dates can be to the right like other dates

## **EXPERIENCE:**

### **Auto Connection Loan Interviewer**

**October 2021-Current**

- Received, verified, and logged auto loans from dealerships.
- Corrected and maintained loan data using Fiserv and Crif systems.
- Maintained a continuous improvement philosophy; updated and automated several existing processes using excel, increasing efficiency and lowering costs.
- Received Lean Management Training and how to utilize a multi-step system to increase efficiency and streamline workflow.

**Commented [6]:** Why is this two separate lines? This should be one line. You have more things to put as time goes on so save space now and add more stuff from classes or outside activities

### **Internship at Experience Cortland**

**January 2021- May 2021**

- Received and organized inquiries about tourism in Cortland County.
- Researched and created a guided walking tour of the City of Cortland focusing on historic monuments.
- General receptionist duties including interacting with the public, answering questions and concerns, and being the front face of the office.
- Created and organized a plan for adding in more sidewalks near SUNY Cortland, which was forwarded to the board, and eventually implemented.

**Commented [7]:** No need for including: have it as a colon or something

### **Internship at College Archives of SUNY Cortland**

**September 2020- December 2020**

- Organized and created finding aids for several sections of the archives.
- Researched remotely to find information and historical background of contents of the archives.
- Utilized data bases around the country to retrieve information and create finding aids.

## **Leadership & Community Involvement:**

- Pledge Class President of Theta Tau professional engineering fraternity Chi Beta Pledge Class.
- Volunteered for St. Margaret's Church fundraising events.

**Commented [8]:** Also like what did you do for it? What actions did you do?

**Commented [9]:** Be consistent with the format of this resume and have the dates at the right side of this.

## **Skills & Certifications**

- Proficient in Microsoft Office Suite
- Auto Cad and Revit 2023
- Leadership and management experience
- Certified food protection manager
- MSHA safety certified

**Commented [10]:** Is this a certification? Normally this would be its own section which you had leadership and community involvement. Delete this as you are explaining some of it above

- Forklift operation and safety trained
- OSHA Safety trained

**Commented [11]:** be more specific on which OSHA or MSHA training. I know for OSHA there is like hazwoper training with different durations of it so you gotta be more specific of it