

Tips for a First College Resume

Student employment positions and internships are listed on Handshake. Along with your application, many offices and departments require that you also submit a resume to apply.

☐ Create your own resume format

Resume templates can place your information in an odd format and are difficult to revise, so we recommend not using a template to develop your resume. Visit careers.uiowa.edu and search for “Resumes” to view sample resumes that you can edit to make your own



☐ Keep it to one page in length

A 2-3 page resume is not needed for the standard college resume. Formatting and spacing can help with this.

☐ Include your college degree

Now that you're a Hawkeye, be sure to include the University of Iowa, your degree, and your anticipated graduation semester/year. Instead of writing “major,” write “BA English” or “BS Psychology”. If you are an open major, writing “Open Major” will be suitable as you explore. Additionally, you only need to list other institutions if you received a degree (for example, an AA degree).

☐ Leave high school off at a certain point

You don't need to list your high school diploma, but if you are an incoming student, your high school experiences are relevant. Starting sophomore year, we recommend that high school activities be replaced by college experiences.

☐ Use bullet points to describe experiences

Bullet points allow the reader to easily skim your resume for information. Use 2-5 bullet points for each experience. Each point should start with an action word/verb written in past tense (i.e., managed). [A formula that may help in writing each bullet is: Skill (verb) + What you did + Results/Purpose (how or why)]. Try to include the who, what, when, where, why and how to write a descriptive bullet point.

☐ Include dates and locations for all of your experiences

Please list the month/semester and year for dates (for example, June 2019 or Spring 2019). Please list city and state for locations.

☐ Be in reverse chronological order

Your most recent experiences should be listed first within each section.

☐ Don't include references

References, although very important, are actually a separate document and therefore don't need to be included on your resume. Additionally, you do not need to write that your references are available upon request.

☐ Be free of all grammar and spelling errors

Employers expect your resume to reflect strong writing skills and attention to detail.

☐ Visit careers.uiowa.edu and search for “Resumes”

You'll find more information on developing or revising your resume at our website. Additionally, we offer sample resumes that you can edit to make your own.

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Basics of Building a Resume

Header

- Name (make it big and bold). If you have a preferred name, place in parentheses – i.e., David (Allan) Smith
- School and/or home address, phone, and email
- Web links to LinkedIn® profile or portfolio (if applicable)

Education

- The University of Iowa, Iowa City, IA
- Degree and major (i.e., BBA Management, BS Psychology)
- Major track/emphasis, minors, and/or certificates
- Graduation date only
- Cumulative and/or major GPA if about 3.0
- UI Dean's List, and UI Honors (if applicable)
- Study abroad (if applicable)
- Other institutions only if you received a degree (i.e., AA degree)

Tailored Headings

- Be descriptive with category headings – this allows you to highlight specific experiences. Examples Include:
 - Course Highlights
 - Class Experience
 - Relevant Experience
 - Internship Experience
 - Leadership Experience
 - Employment Experience
 - Community Involvement
 - Volunteer Experience
 - Foreign Language Proficiency

Coursework (Optional)

- Include classes that are relevant to the occupation/field you are seeking
- Consider class projects, research, group work, and industry knowledge/skills you gained
- List course title, department, and semester
- Can also list 4–6 related class titles under course highlights

Experience Sections & Bullet Points

- Position title
- Company name, city and state
- Dates of employment/involvement
- 2–5 bullet points describing duties, tasks, and skills acquired (See pages 16, 18, & 19)
 - Begin with a power/action verb (i.e., managed, planned, assisted)
 - Start all bullet points in past tense (even for current positions)
 - Answer the who, what, when, where, why, and how to write a descriptive bullet point
 - Use numbers to quantify information
 - Bullet points don't require periods
- Place most recent experiences first within each section

Additional Activities

- List general membership in other campus/community organizations
- Can list bullet points if involvement is relevant to career goals

Other Reminders

- Keep to one page in length
- Don't use a template to format
- Place dates on the right side of the page
- Stay consistent with format and layout
- Use 10–12 point traditional font
- Don't state "References available upon request"
- Check for spelling and grammatical errors
- Only include high school information if you are a first-year student
- Tailor information to position sought and place most relevant experiences at the top
- Developing your resume to be compatible for Applicant Tracking Systems (ATS) software: over 98% of Fortune 500 organizations use ATS software. To get an interview with a large organization, you have to be savvy about how you customize, format, and submit your resume. Keywords and simple formatting are key. Search "ATS" on our website for more tips.
- Visit the Pomerantz Career Center for a resume review. Engineering students visit the Engineering Professional Development in 3612 Seamans Center

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Writing Bullet Points

Students often tell us that writing bullets is the hardest part of a resume. When writing bullet points it is important to go beyond just your “duties” at a job. One way to do this is to think of the “5 W’s and an H” rule you learned in school.

Who: Who did your job help? The company? Clients? Customers?

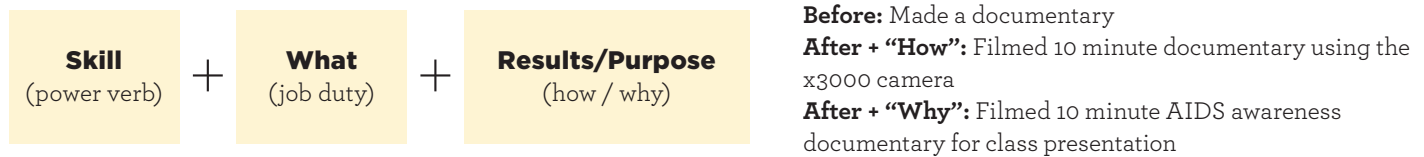
What: What happened with the results of the job? If you did research, was that information published? If you had to do a report, what was done with that information?

When: When did this happen? Daily? Weekly, Monthly? Talking about how often you did something is an easy way to show productivity in your job.

Where: Where did your duties occur? Did you have to travel for a job? Were you responsible for interacting with people outside of your organization?

Why & How: Why did you do this? How did your job duties help or add to the organization’s ability to function?

Bullet point formula: Use this formula as a starting point when writing your detailed bullet points.



Below are additional samples of how to add content and valuable details to your resume. The details will set you apart from other candidates and showcase your skills and expertise appropriately.

Example 1

Before>	American Marketing Association (AMA) Member	Fall 20XX - Present
	<ul style="list-style-type: none">• Created personal brand• Attended weekly meetings• Volunteered at service activities and fundraising events	

After>	Member American Marketing Association (AMA)	Fall 20XX - Present
	<ul style="list-style-type: none">• Enhanced skills for future success and created own personal brand shared with 12 area employers• Participated in bi-weekly meetings in order to expand knowledge of several marketing concepts• Attended and participated in 4 service activities and 3 fundraisers in order to apply learned theory	

Example 2

Before>	Sal’s T-shirt Depot, Any Town, IL Sales Associate	June 20XX - Present
	<ul style="list-style-type: none">• Assisted with inventory• Provided quality customer service• Built displays for featured products	

After>	Sales Associate Sal’s T-shirt Depot, Any Town, IL	June 20XX - Present
	<ul style="list-style-type: none">• Assisted with daily and monthly inventory of over 1200 domestic and foreign products• Provided quality customer service by handling customer questions, complaints, and problem solving• Handled over 200 cash and credit transactions, balanced drawer, and ATM accurately as part of each shift	

An important thing to remember is to quantify. Adding numbers—dollar amount, number of times you did something, or how much of something you accomplished—shows productivity. Productivity is always transferable.

Tip: If you are having trouble writing your bullet point(s) focus on the basic responsibility you were doing and use the “Power Verbs” section in this guide to get yourself started. Example: if your role was communication-related, go to that section in the power-verb pages in this guide and pick the appropriate word to begin your bullet point with.

Power Verbs

Tips for Choosing Power Verbs

1. Take time to choose the one that most accurately describes what you did.
2. Use past tense for verbs—even for current positions for uniformity.
3. Try not to repeat the same verbs throughout your resume.

Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

Acted	Briefed	Corresponded	Elicited	Inferred	Negotiated	Rendered	Specified	Synthesized
Adapted	Clarified	Critiqued	Explained	Informed	Perceived	Reported	Spoke	Systematized
Addressed	Cleared Up	Dedicated	Extracted	Instructed	Persuaded	Represented	Submitted	Taught
Admitted	Closed	Defined	Fabricated	Interpreted	Presented	Revealed	Substantiated	Tested
Allowed	Communicated	Deliberated	Fashioned	Interviewed	Publicized	Sanctioned	Suggested	Translated
Amended	Composed	Demonstrated	Greeted	Justified	Queried	Settled	Summarized	Transmitted
Arbitrated	Concluded	Drafted	Highlighted	Lectured	Questioned	Shaped	Supplemented	Verified
Argued	Consented	Dramatized	Illustrated	Marketed	Referred	Smoothed	Supported	Welcomed
Ascertained	Consulted	Edited	Improvised	Mediated	Reinforced	Sold	Surveyed	Wrote
Attested	Convinced	Educated	Indicated	Moderated	Related	Solicited		

Creating

Example: Formed an improvisational comedy troupe of 10 members that performed 6 shows in a year

Authored	Conceived	Designed	Established	Framed	Introduced	Originated	Prepared	Sketched
Brainstormed	Constructed	Determined	Fabricated	Generated	Invented	Performed	Produced	Started
Built	Cultivated	Drafted	Formed	Initiated	Made	Played	Promoted	Theorized
Composed	Curated	Drew	Formulated	Instituted	Modeled	Portrayed	Set up	Visualized

Executing

Example: Handled 20–35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

Acted	Collected	Displayed	Exercised	Input	Merchandised	Processed	Prospected	Sold
Administered	Completed	Distributed	Forwarded	Installed	Operated	Produced	Proved	Stocked
Carried out	Conducted	Entered	Handled	Labored	Performed	Proofed	Shipped	Transacted

Getting Results

Example: Increased student participation by 25% over a 6-month period

Accomplished	Completed	Earned	Excelled	Generated	Increased	Launched	Orchestrated	Received
Achieved	Consolidated	Eclipsed	Expanded	Grew	Innovated	Lightened	Overcame	Reduced(losses)
Added	Constructed	Eliminated	Expedited	Guaranteed	Integrated	Minimized	Prevailed	Rejuvenated
Advanced	Contributed	Enlarged	Finalized	Hastened	Introduced	Modernized	Produced	Renovated
Boosted	Delivered	Enjoyed	Fulfilled	Heightened	Invented	Obtained	Qualified	Restored
Built	Demonstrated	Enlisted	Gained	Improved	Joined	Opened	Realized	Targeted
Combined	Diminished	Ensured						

Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

Accommodated	Assisted	Continued	Eased	Enhanced	Interceded	Prescribed	Rescued	Sustained
Advised	Assured	Cooperated	Elevated	Enriched	Mobilized	Provided	Returned	Tutored
Aided	Bolstered	Counseled	Enabled	Familiarized	Modeled	Rehabilitated	Saved	Validated
Alleviated	Coached	Dealt	Endorsed	Helped	Polished	Relieved	Served	

Leading

Example: Trained 20+ new employees in computer procedures over a 2-year period

Accelerated	Changed	Elected	Enlisted	Guided	Inspired	Mentored	Promoted	Spearheaded
Assumed	Conducted	Employed	Envisioned	Hired	Involved	Motivated	Raised	Stimulated
Caused	Directed	Empowered	Fostered	Influenced	Led	Originated	Recognized for	Strengthened
Chaired	Disproved	Encouraged	Founded	Initiated	Managed	Pioneered	Set goals	Supervised

Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired	Arranged	Centralized	Contracted	Established	Issued	Ordered	Retrieved	Simplified
Activated	Assembled	Chartered	Coordinated	Facilitated	Linked	Organized	Routed	Sough
Adjusted	Assessed	Classified	Customized	Housed	Logged	Procured	Scheduled	Straightened
Allocated	Assigned	Collected	Delegated	Implemented	Mapped out	Programmed	Secured	Suggested
Altered	Authorized	Committed	Designated	Incorporated	Obtained	Recruited	Selected	Tracked
Appointed	Cataloged	Confirmed	Designed	Instituted				

Planning

Example: Developed and implemented a training program that resulted in a 45% increase in employee satisfaction

Administered	Determined	Evaluated	formulated	Observed	Prepared	Researched	Revised	Studied
Anticipated	Developed	Forecasted	Identified	Planned	Prioritized	Reserved	Strategized	Tailored
Commissioned	Devised							

Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6 to 2 days

Alleviated	Collaborated	Created	Detected	Foresaw	Investigated	Repaired	Revived	Streamlined
Analyzed	Conceived	Debugged	Determined	Formulated	Recommended	Resolved	Satisfied	Synthesized
Applied	Conceptualized	Decided	Diagnosed	Found	Remedied	Revamped	Solved	Theorized
Brainstormed	Crafted	Deciphered	Engineered	Gathered	Remodeled	Revitalized		

Quantitative

Example: Converted files from COBAL to JAVA in order to increase compatibility with current systems

Accounted for	Budgeted	Computed	Dispensed	Estimated	Increased	Netted	Quantified	Reduced
Appraised	Calculated	Conserved	Dispersed	Figured	Inventoried	Profited	Rated	Tabulated
Approximated	Checked	Converted	Earned	Financed	Maximized	Projected	Reconciled	Totaled
Audited	Compiled	Counted	Enumerated	Grossed	Multiplied	Purchased	Recorded	
Balanced	Compounded							

Supervising

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

Adjusted	Compared	Discovered	Indexed	Measured	Overhauled	Refined	Screened	Supplied
Analyzed	Controlled	Established	Inspected	Modified	Oversaw	Regulated	Scrutinized	Tightened
Apportioned	Corrected	Examined	Judged	Monitored	Policed	Reviewed	Set	Traced
Assessed	Correlated	Explored	Licensed	Officiated	Prohibited	Revised	Supervised	Updated
Certified	Developed	Graded	Maintained					

Resume Examples

Beginning Resume

This sample resume highlights some examples of what an incoming or beginning college student seeking a part-time job may want to include on their resume. For beginning resumes it is okay to include some high school experiences, however by sophomore year we recommend that high school activities be replaced by college activities.

Ginger Snap

100 Mayflower Hall, Room 206, Iowa City, IA 52242
ginger-snap@uiowa.edu; (812) 533-7821

EDUCATION

The University of Iowa, Iowa City, IA
BA, Communication Studies
GPA: 3.0/4.0

Anticipated May 20XX

COURSE HIGHLIGHTS

Interpersonal Communication
Organizational Leadership

Business and Professional Communication
Communication for the Workplace

WORK EXPERIENCE

Front Desk Assistant

August 20XX–Present

Pomerantz Career Center, The University of Iowa, Iowa City, IA

- Greeted students, faculty, staff, and employers visiting the Career Center
- Assisted 50+ students weekly with scheduling advising appointments
- Answered phone calls, made copies, and performed data entry as needed

Detasseler

Summers 20XX–20XX

Knights Detasseling, Galena, IL

- Inspected multiple rows of corn to remove pollinating tassels
- Developed teamwork and interpersonal skills working in a group to ensure smooth operation
- Promoted to Lead Detasseler by achieving high performance and perfect attendance

VOLUNTEER EXPERIENCE

Volunteer, The University of Iowa Hospitals & Clinics, Iowa City, IA

June 20XX–Present

- Aided Child Life staff in providing activities for 30+ pediatric patients
- interacted with patients by making crafts, playing games, and reading stories
- Strengthened communication skills by meeting with parents, siblings, and other family members

Volunteer, Special Olympics, Peoria, IL

June 20XX

- Greeted 100+ spectators daily and sold tickets to various events
- Assisted with games by recording scores and presenting awards
- Served lunch to 500+ participants and family members

COLLEGE ACTIVITIES

Member, Theta Pi Sorority

August 20XX–Present

Member, Intramural Sport - Volleyball

September 20XX–May 20XX

HIGH SCHOOL ACTIVITIES

Yearbook Editor, Galena High School, Galena, IL

August 20XX–May 20XX

- Managed team of 20 students in planning, designing, and editing 75-page yearbook
- Tracked school's events calendar to ensure all activities were photographed
- Raised \$600 in donations from local businesses

Member, Speech & Debate Team, Galena High School, Galena, IL

August 20XX–May 20XX

- Attended National Speech and Debate Convention and was awarded top debater 2 years in a row

Member, Show Choir, Galena High School, Galena, IL

August 20XX–May 20XX

- Enhanced verbal communication skill by presenting to audiences

Intermediate Resume

This sample resume highlights some examples of what a college student seeking an internship or research opportunity may want to include on their resume. For intermediate resumes, all high school activities should be removed and the focus should be on college activities, coursework and work experiences.

Herbert F. Sampson

herbert-sampson@uiowa.edu

Current Address: 100 Hillcrest Hall N217, Iowa City, IA 52242, (224) 682-0423

Permanent Address: 1443 E. Riverside Dr., Schaumburg, IL 60043, (847) 544-7797

linkedin.com/in/herbertsampson

EDUCATION

The University of Iowa, Iowa City, IA

Anticipated May 20XX

BBA, Economics

Minor: Sociology

CLASS PROJECT EXPERIENCE

Money, Banking, and Financial Markets

Spring 20XX

- Department of Economics, The University of Iowa, Iowa City, IA
- Analyzed financial reports to project future earnings for Fortune 500 companies
- Presented investment strategy to simulated corporate client regarding a potential acquisition
- Developed a bond interest rate project utilizing Excel macros and historical financial reporting

WORK EXPERIENCE

Caddie

Summers 20XX-20XX

Barrington Hills Golf Club, Barrington, IL

- Trained and mentored 15 new caddies a year
- Developed a client base of over 40 members
- Assisted an average of 8 members per week in transporting golf bags

Tutor

August 20XX-May 20XX

Introduction to Statistics and Inference, The University of Iowa, Iowa City, IA

- Provided tutoring services to 10 students weekly
- Increased students' exam scores by approximately 30%
- Created worksheets that were used as study tools

LEADERSHIP EXPERIENCE

Career Leadership Academy

December 20XX-Present

The University of Iowa, Iowa City, IA

- Two semester academic program focused on developing leadership and employment skills
- Strengthened communication, teamwork, interpersonal, and presentation abilities
- Attended employer panels and presentations by community leaders

COLLEGE ACTIVITIES

Member, Delta Sigma Pi Business Fraternity

August 20XX-Present

Member, Bass Fishing Club

January 20XX-Present

Resume Examples

Advanced Resume

This sample resume highlights some examples of what a college student seeking full-time employment may want to include on their resume. For advanced resumes, the focus should be on college internships, work experience, and skills.

THOMAS RAVENELLI

401 South Maple St., Iowa City, IA 52241
(319) 400-6543 | thomasravenelli@gmail.com

EDUCATION

The University of Iowa, Iowa City, IA
Bachelor of Science - Computer Science
Bachelor of Arts - Psychology

May 20XX

COMPUTER SKILLS

Languages: SQL, C++, Java, Ruby, Python
Operating Systems: UNIX, Windows, LINUX, Mac OS X
Software: Microsoft Access, Adobe Acrobat

PROFESSIONAL EXPERIENCE

Technology Intern

Iowa Children's Museum, Coralville, IA

- Designed and maintained museum's web page using Java
- Assisted with computer installation and configuration of various operating systems
- Resolved technical problems for 9 professional staff members

May 20XX–Present

Computer Lab Monitor

The University of Iowa, Iowa City, IA

- Monitored computer lab of 25 computers
- Provided technical assistance on a daily basis to 100+ students
- Coordinated and facilitated technical instruction sessions for students as needed

Aug. 20XX–Dec. 20XX

CLASS PROJECT EXPERIENCE

Software Design and Development

The University of Iowa, Iowa City, IA

- Learned HTML5 and CSS basics for webpage creation and design
- Utilized GitHub and GitBash Lennox command window emulator to understand how to track our work through local and remote repositories

Aug. 20XX–Present

Data Communications

The University of Iowa, Iowa City, IA

- Studied the OSI and Hybrid Model which depict how software and hardware interconnect and communicate with each other
- Explored the different types of modern networks in use today, and how IPV4 and IPV6 addressing functions as an integral part of network communication

Jan. 20XX–Present

LEADERSHIP EXPERIENCE

President, Phi Kappa Tau Fraternity

Member, Phi Kappa Tau Fraternity

The University of Iowa, Iowa City, IA

- Planned and conducted weekly meetings for 85 members
- Recruited 30 new members for the 20XX–20XX school year
- Organized 5 volunteer events to support local non-profit organizations

Jan. 20XX–Present

Aug. 20XX–Present

WORK EXPERIENCE

Book Store Clerk

The University Book Store, Iowa City, IA

- Prioritized restocking order according to customer demand
- Assisted 50+ students daily in locating textbooks during the start of the semester
- Reconciled cash drawers with an average of \$4,000 nightly

May 20XX–Aug. 20XX

VOLUNTEER EXPERIENCE

Big Brother/Big Sister Program

Salvation Army

Jan. 20XX–Dec. 20XX

Mar. 20XX–Aug. 20XX

LANGUAGE PROFICIENCIES

Fluent in Spanish; Conversational in Italian

Creative Resume

This sample resume highlights some of what a college student seeking an internship or employment opportunity may want to include on their resume, and is intended to showcase creative ability, wordsmithing, and personal branding capabilities. Depending on the discipline, including a link to an online portfolio or website of work is also recommended. These resumes should be limited to a single page.

HERKY HAWKEYE

JOURNALIST | SOCIAL MEDIA MANAGER | DIGITAL MARKETER

EXPERIENCE

Iowa Youth Writing Project

Optics Intern

Aug 20XX – Dec 20XX

- Attended monthly IYWP workshops and events
- Created original content for Iowa Youth Writing Project (IYWP) blog
- Published content for IYWP social media channels
- Volunteered weekly at South East Junior High
- Planned and presented class curriculum
- Attended weekly and monthly team meetings

Ed on Campus/VERVE Magazine

Editor

Sept 20XX – Dec 20XX

- Assisted members with pitches and article content
- Communicated with members regarding edits
- Published member articles
- Presented material on social media and other marketing strategies
- Attended all bi-monthly meeting, workshops, and events

The Tab Iowa

Editor-in-Chief

Aug 20XX – Aug 20XX

- Published and edited member articles daily
- Communicated daily with members regarding articles and upcoming events
- Organized weekly meetings and team events
- Managed team Facebook account
- Recruited 15 new members
- Distributed and scheduled member articles on Facebook

The Tab Iowa

Senior Reporter

Dec 20XX – Aug 20XX

- Pitched, wrote, and published weekly articles
- Member of founding team
- Attended weekly meetings
- Recruited 10 new members



CONTACT



641.555.1222



herky.hawk@uiowa.edu



linkedin.com/in/hhawk

EDUCATION

20XX – 20XX

The University of Iowa

BA Journalism and
Mass Communication

Entrepreneurial Management
Certification

Writing Certification—
Publishing Track

SKILLSET & AWARDS

- Photo, video, and audio storytelling and editing
- Final Cut Pro
- Audacity
- Microsoft Suite
- Google Suite
- Adobe Creative Suite
- Facebook, Instagram, Twitter, Google and Wordpress analytics
- Social media marketing
- Proficient in AP style
- Mac and PC proficient
- Dean's List
 - Spring 20XX
 - Fall 20XX
- U of I Joan Lahart-Van Bortel Endowed Scholarship
- Carl A. Erikson Scholarship

VANESSA HAWKEYE

(319) 123-4567 | Vanessa-Hawkeye@gmail.com
www.linkedin.com/in/vHawkeyes

EDUCATION

The University of Iowa
Bachelor of Science Engineering
Iowa City, IA
Major: Industrial Engineering
May 20XX
GPA: 3.60/4.00

SKILLS

- AutoCAD
- C++
- PTC Creo
- Google Suite
- Lean Manufacturing
- Microsoft Office Suite
- Pro Engineer
- SketchUp
- SolidWorks

EDUCATION

Collins Aerospace
Industrial Engineering Co-op

- Directed a layout redesign project worth \$250K for the expansion of two product lines in a 35,000 sq ft facility
- Managed a continuous improvement project reducing build time for 15+ assembly designs using SAP
- Led weekly meetings with professional engineers to optimize all layout moves to increase growth rate of an Integrated Product Team (IPT)
- Reduced assembly time by 8% using various diagrams to aid decisions in layout of machines and stations
- Analyzed inventory costs and implemented alternative designs, resulting in a savings of \$60K
- Designed and 3D printed new fixtures using SolidWorks for circuit boards to aid operators in repair and testing

University of Iowa Hospitals & Clinics
Senior Design Project Consultant

- Consulted for a team of radiologists to optimize patient schedules and alleviate bottlenecks in the Positron Emission Tomography (PET) Department
- Analyzed the flow of 400+ patients by creating time studies and fit distribution using analysis software
- Designed for additional patient prep rooms by presenting findings to Hospital Administration
- Developed a website using HTML to grant liaisons access to the project data

RESEARCH EXPERIENCE

Additive Manufacturing-Integrated Lab
Undergraduate Researcher

- Collaborated with College of Dentistry to brainstorm current 3D printing plans for synthetic bone designs
- Researched and worked with three PhD students to improve efficiency of existing 3D printers
- Printed and analyzed 150+ microscopic shapes to determine the efficiency and quality of the 3D printed results
- Tested the viscosity and coating thickness of a printing material using digital projection techniques

CAMPUS INVOLVEMENT & LEADERSHIP

SpaceX Hyperloop Design Competition Chicago, IL Jan. 20XX - May. 20XX

- Selected as one out of 1000 entries to compete amongst 150 teams in Design Weekend at Texas A&M
- Collaborated in a team of 16 to design several possible solutions for the hypothetical design of a hyperloop

Society of Women Engineers
Iowa City, IA
Sep. 20XX - May 20XX

- Served as treasurer for one academic year and monitored the organization's overall finances

Arnold Gold

Current Address:
100 Development Dr.
Iowa City, IA 52242
(319)555-1234
a-gold@uiowa.edu

Permanent Address:
201 Professional Pkwy
Des Moines, IA 20047

Education

The University of Iowa, Iowa City, IA
Bachelor of Science in Engineering
Major: Biomedical Engineering

Engineering Experience

Boston Scientific, Marlborough, MA
Research & Development Engineer Co-op

- Collaborate in a team of four to conduct research on Endoscopy materials
- Test and study new materials to improve the functionality of an endoscope with the goal to reduce costs and improve efficiency
- Provide materials testing support for various projects throughout all company departments such as radiology, cardiology, and vascular surgery

Department of Internal Medicine, UIHC, Iowa City, IA
Clinical Research Intern

- Researched applying everyday technology to improve the prevention and treatment of disease, with projects varying from diabetic foot ulcer imaging software to a Fitbit-based racing application to encourage exercise
- Collaborated in a research group of 12 assorted stakeholders which included doctors, nurses, and researchers to streamline the department workflow

Skills

- ACD/ChemSketch
- ImageJ
- C++
- LabVIEW
- Creo Parametric
- Mathematica
- MATLAB
- Microsoft Office Suite
- SilverStripe

Other Experience

University of Iowa, Iowa City, IA
College of Engineering Student Ambassador

- Meet with prospective students and their families to provide student insight into engineering at the University of Iowa
- Attend and assist with admissions events such as Hawkeye Visit and Engineering days, helping coordinate activities and speaking with prospective students

Leadership & Involvement

University of Iowa Hospitals & Clinics, Iowa City, IA
Volunteer

- Volunteered in Gastrointestinal Surgery, Transplant & Trauma Inpatient Unit, and Burn Trauma Unit
- Supported doctors and nurses with patient care and other administrative tasks such as stocking supplies, cleaning rooms, and transporting patients

Relevant Coursework

- Medical Device Design
- Medical Imaging Physics
- Market Analytics

