

Olivia R. Wodek

5098 Stonefield Drive, Traverse City, MI 49684

231.631.6148

wodekoli@msu.edu

Objective

Seeking an internship position for the summer of 2017 within the Biosystems field of engineering

Education

Michigan State University, *East Lansing, MI* Expected Graduation: December 2017
Bachelor of Science Biosystems Engineering
GPA 3.07/4.0

Traverse City West Senior High School, *Traverse City, MI* Graduated: May 2013

Experience

ERG! Bars, *Traverse City, MI* May 2016-August 2016
Internship

- Assisted in the packaging transfer and loading of boxes and packages of the energy bars
- Operated grinders and mixers while producing the raw energy bars
- Maintained a clean work environment and ensured sanitary measures were taken

MSU Dairy Store, *East Lansing, MI* August 2014-present
Supervisor

- Performed regular sales transactions and accountable of profits earned
- Led improvements in the customer service experience to increase satisfaction
- Organize distribution of material on the sales floor supporting company goals

Moomers Homemade Ice Cream, *Traverse City, MI* May 2015-August 2015
Internship

- Executed food safety techniques during the process of making ice cream
- Highly skilled in monitoring and maintaining the pasteurization of ice cream
- Hands on experience in identifying quality control

Volunteer Work

Service Learning, *East Lansing, MI* September 2013-December 2013

- Helped high school English language learners with their homework
- Provided guidance and support to English language learners

Skills

Knowledgeable of Microsoft Office Products: PowerPoint, Excel, Word
Experienced in Simulink, Matlab, and Photoshop