

MEGAN ARLT

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OBJECTIVE

To obtain a position that utilizes my business, technical and creative skills while I continue my education in Media and Information with a concentration in graphic design.

EDUCATION

MICHIGAN STATE UNIVERSITY
Media and Information

Graduation date: May 2020
East Lansing, MI

Minor: Graphic Design

MIDLAND HIGH SCHOOL
National Honors Society
Varsity soccer
Varsity cross country

Graduation date: June 2015
Midland, MI

WORK EXPERIENCE

MSU RESIDENCE EDUCATION AND HOUSING SERVICES

Service Center Representative | East Lansing, MI | 2017-Present

- Awarded employee of the month – Dec. 2018
- Assisted visiting scholars, residents, parents and faculty with any questions or concerns
- Maintained the service center, processed mail and packages, and issued residents and guests loaner items
- Trained new employees

Micro-LAM Inc.

Engineering Intern | Portage, MI | 2019

- Designed the UI for new software
- Worked with the software developer to test and improve new software
- Updated/wrote user manuals for new software

SPECIAL COMPETENCIES

- HTML
- CSS
- JavaScript
- Java
- C++
- Python
- Visual Basic
- Matlab
- Adobe Suite
- CAD
- Microsoft Excel

VOLUNTEER EXPERIENCE AND CLUBS

INGHAM COUNTY ANIMAL SHELTER

Interact with the animals and help with cleaning around the shelter

MICHIGAN STATE ENGINEERING CAREER FAIR

Welcomed and helped assist recruiters to their designated stand

BLESSED SACRAMENT OUTREACH

Over 100 cumulative service hours around Michigan and two out of state mission trips

MICHIGAN STATE SKI CLUB