

C. Peter Science

222 Space Path Apt 2

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Akron, OH 44444

OBJECTIVE

To obtain a co-op/internship position that will exercise my creative skills, in addition to providing an opportunity for growth.

EDUCATION

THE UNIVERSITY OF AKRON, Akron, OH
Bachelor of Science, Computer Science, August 2003
Financed 50% of college costs by working

HONORS

- Dean's Honor List
- National Honor Society

COMPUTER SKILLS

- Languages: C/C ++, Assembly, SQL, Lisp
- Operating Systems: Unix, Windows 3.x/95/98
- Software: GDB Debugger, MS Word, Borland Turbo C++

RELEVANT COURSES

- Assembly Language Programming
- Computer Organization
- Operating Systems
- Unix Systems Programming
- Data Structures & Algorithms I, II
- Theory of Programming Languages
- Database Management
- Frame-based Expert Systems
- Artificial Intelligence and Heuristics

WORK EXPERIENCE

Summer -Fall 2000 **Academic Advising for Student Athletes** University of Akron

Computer Science Tutor

- Tutor students in Introduction to Computer Science and Data Structures and Algorithms courses.
- Help students build their knowledge and skills in C++ programming.
- Identify to students some common algorithms used in Computer Science and introduce the basic concepts of object-oriented programming.

Fall 1998-Fall
1999

English Language Institute Computer Lab University of Akron

Lab Assistant

- Responsible for setup of IBM and Macintosh PC's and enforcing lab policies and procedures.
- Teach basic Microsoft Word, Excel, and Internet searching computer skills to students.
- Assist students and faculty with general computer operations and troubleshoot technology related questions.

Activities

President, ACM Computer Science Club
Participant, Computer Science Colloquiums

Sophie Services

2222 Flip Blvd.

Akron, Ohio 44444

Email: pol@uakron.edu

OBJECTIVE To obtain a challenging co-op/internship position in the field of public service.

PROFESSIONAL PROFILE

- Emphasis on research and analysis in daily work.
- Strong interpersonal communication skills.
- Strong analytical and decision making skills.
- Highly motivated and very enthusiastic approach to all tasks.
- Very positive work ethic.

EDUCATION

The University of Akron, Akron, Ohio May 2003
Bachelor of Science, Political Science/Criminal Justice Minor: Sociology

HONORS/ AWARDS

Dean's Honor List (5 semesters)

TECHNICAL SKILLS

Microsoft Word; Windows '98; Netscape Navigator; and Corel WordPerfect 8

RELATED EXPERIENCE

October 2000-
Present

Rape Crisis Center Akron, Ohio
Volunteer Counselor/Advisor

- Assist clients with various crisis situations.
- Provide support to victims and refer to appropriate social service agencies.
- Document referrals and other consultations.
- Distribute summary of activities to appropriate supervisor.

August 2000

Academic Support Services-The University of Akron

- Assist new students with adjustments to campus life.
- Introduced students to campus and community resources.
- Assist students with class registration and college majors.
- Provide tutoring and academic advising.
- Train new mentors to provide services to students.

ADDITIONAL TRAINING

Legacy, Leadership, Excellence Program, The University of Akron, 1999-2000
Advanced Level II, Tutor Training, 1998

COMMUNITY SERVICE

Participant, Akron March of Dimes Walk-a-Thon, 1999

RELEVANT COURSES

Intro to Psychology, Clinical & Counseling Psychology, Intro to Sociology
Social Psychology, The Family, Families & Health, Basic Statistics, Quantitative
Methods, Industrial/Organization Psychology, Personality and Developmental
Psychology

REFERENCES

Available upon request.

BUD T. COMMUNICATOR

123 Pool St.

Akron, Ohio 44444
ppp1@uakron.edu

(330) 444-5555

Objective To obtain a co-op/intern position in the field of public relations or marketing that will enhance my personal and professional growth.

Education **The University of Akron**, Akron, Ohio
Bachelor of Arts, Public Relations
Concentration Area: Business Organizational Communications
Anticipated Graduation Date, August 2003
GPA: 3.03

Relevant Courses	Public Relations Strategies	Publications
	Public Relations Writing	Communication Research
	Principles of Advertising	Interpersonal Communications
	Business & Professional Speaking	Technical Writing for Business
	Media Production Techniques	News Writing

Technical Skills **Operating Systems:** Macintosh, IBM, Windows '95 operating systems.
Software: Microsoft Word, Desktop Publishing, Aldus Pagemaker, MS Works, MS PowerPoint, Internet, E-mail, Web Page Development.

Relevant Experience

First Night Akron, Akron, Ohio Summer 2001

Internship: Public Relations Internship

- Served as a public relations representative at local community events.
- Developed and implemented ideas for promotional events and activities for the Downtown Akron New Year's Eve celebration.
- Organized meeting with local businesses and organizations.
- Worked with local businesses and organizations to solicit participation in programs and events.

Family Services, Akron, Ohio Fall 2000

Internship: Assistant Public Relations Director

- Assisted with organizing fund-raising events.
- Managed and supervised staff for fund-raising events.
- Developed and designed brochures for various programs and services.
- Drafted and edited copy for charity events.

Leadership

- Associated Student Government, Senator 1999 – present
- Buchletilte reporter 1999 – present
- Golden Key National Honor Society

References *Available upon request.*