

List education and experience in reverse chronological order within appropriate categories.

ISABELLE B. INTERN

409 Lawyer Street
Smokeyville, NJ 08343
987-654-321

Intern84@students.rowan.edu

OBJECTIVE

To earn a position in the Federal Law Enforcement Training Center's College Intern Program.

EDUCATION

Bachelor of Arts: Law and Justice **anticipated May 200x**
Minor, Psychology

Rowan University, Glassboro, NJ
GPA 3.8, Dean's List, Magna Cum Laude
Alpha Phi Sigma – National Criminal Justice Honors Society

Associate of Arts: Criminal Justice **May 200x**

Gloucester County College, Sewell, NJ
GPA 3.6, President's List

COURSE HIGHLIGHTS

Criminal Law, Forensic Law, Criminological Theory, Criminal Jurisprudence, Criminal Justice Research and Statistics, Law and Human Rights, Minorities in the Criminal Justice System, Seminar in Policing, American Police, Introduction to Courts, Introduction to Corrections

RELATED EXPERIENCE

Intern **Sept. 200x – May 200x**

Curious George and Associates, Private Investigations
Blackwood, NJ
Assisted in surveillance assignments involving insurance fraud, including investigation of evidence, plus interviewing witnesses and participants in pending litigation pertaining to criminal and civil cases.

ADDITIONAL WORK EXPERIENCE

Customer Service Representative **199x – present**
Efficiently performed cash and credit transactions while providing quality customer service. Utilized team working skills and further developed an understanding of public relations.

Textbook Clerk **200x – 200x**

Rowan University Bookstore
Glassboro, NJ
Assist the Assistant Director with responding to phone inquiries from customers and suppliers, preparing spreadsheets, filing, corresponding with numerous publishing companies, and basic troubleshooting.

COMMUNITY INVOLVEMENT

Volunteer Mentor in inner city after school program within Camden School District.
Volunteer Tutor through Rowan University Newman Center, providing academic support and monitoring school assignments for 3rd grade students.
Volunteer for Underwood Hospital in Woodbury, NJ.
Assistant Coach of Mantua Little League Softball Team, 11-12 year olds.

REFERENCES AVAILABLE UPON REQUEST

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Joseph Mainframe

1313 Microchip Lane
West Deptford, NJ 08028
856-456-7890

www.mainframe.rowan.edu

mainfr99@students.rowan.edu

Objective

Seeking a Computer Programming/Software Engineering position in the software/hardware industry.

Skill Areas

- **Programming Languages** – C++, C, JAVA, HTML, JavaScript, CGI, SQL, Perl, Python, Scheme, Prolog, Assembly Language, and Visual Basic.
- **Operating Systems** – UNIX (Irix and SunOS 5.8), Mac OS, and Windows 95/98/2000/XP/NT.
- **Web Design** – Macromedia: Dreamweaver, Flash, Cascading Style Sheets (CSS), and CGI scripts.
- **Software Packages** – Microsoft Visual Studio, Borland C++, Putty, Microsoft Office Professional, Novell NetWare, Exceed, WebCT, Adobe Photoshop, and GroupWise.
- **Personal Website** – www.mainframe.rowan.edu
- **Language** – fluency in both English and Spanish.

Education Summary

Implemented major parts of a simple OS called Simplex in C++. Implemented a class Memory Manager for managing memory in Simplex using Multiprogramming with Variable and Fix Partitions. Implemented a class scheduler and a class Console for scheduling and displaying various processes in Simplex using Round Robin Scheduling Algorithm. List-Templates, Implementation used the C++ Standard Template Library (STL) on a Unix environment.

Employment

Student IT Assistant **5/0x – present**

Instructional Technology, Rowan University
Assisted university professors with coordinating online courses using WebCT. Designed 20 web pages using combinations of Web CT, HTML, Macromedia Dreamweaver, Adobe Photoshop, Flash, PaintShop Pro and Netscape Composer. Installed software on laptops and assisted in creating a CD for new faculty to aide in telecommunication troubleshooting utilizing Macromedia and Paint Shop Pro.

Sales Associate **10/01 - present**

Best Buy, Deptford, NJ
Contribute to company profits by providing product information to prospective computer buyers. Work 15-20 hours per week to gain experience and pay college expenses.

Education

Bachelor of Science, Computer Science **expected Dec. 200x**

Rowan University, Glassboro, NJ
GPA 3.2, Dean's List

Memberships

Association for Computing Machinery, ACM
Alpha Beta Gamma – Rowan Chapter

References and portfolio of projects available upon request.