

Charger Blue

chargerblue@uah.edu

256-824-1234

EDUCATION

Bachelor of Science in Information Systems, May 20xx

The University of Alabama in Huntsville, College of Business, Huntsville, AL

Major: Cybersecurity Minor: XXXX

GPA: 3.46/4.0 MAJOR GPA: 3.4/4.0

Dean's List, President's List, University Honors College

COMPUTER SKILLS

Statistical/Production Software: Minitab, ProModel, STORM, Legin, MS Excel SOLVER

Business Tools: Microsoft Office Suite and Outlook

Languages: Visual Basic, C++, Pascal, Fortran, HTML, Java

PROJECT WORK

Spring 20xx

Production Planning and Control (OM 321)

Project Management, The University of Alabama in Huntsville, Huntsville, AL

- Utilized Microsoft Project to map project requirements
- Reviewed continuous improvement principles involved in the production of goods and services
- Demonstrated technologies in scheduling, in allocating resources, in speeding up a project, and in dealing with risk

RELEVANT COURSE WORK

Introduction to Management Science Spring 20xx; Production Planning and Control, Spring 20XX; Scheduling, Fall 20xx

STUDY ABROAD

American Institute for Foreign Study (AIFS), Barcelona, Spain

- Engaged in collaborative learning with international counterparts through projects, seminars, and coursework

RELEVANT WORK

EXPERIENCE

May 20xx-August 20xx

Assistant Supervisor Intern

Burlington Industries, Burlington, NC

- Participated in a 2 week training session to learn procedures, policies, rules and regulations concerning safety, quality, productivity, leadership and management
- Drafted proposal recommending a new computerized tracking procedure to track the flow of products through the plant to shorten production cycles
- Developed and monitored the new computerized tracking system

July 20xx-March 20xx

Production Co-Op

Big Company, Huntsville, AL

- Developed production schedule for 10 student workers
- Reviewed and researched information on production standards
- Made recommendations to decrease deficiencies and increase operational efficiency

ADDITIONAL WORK

EXPERIENCE

Sept. 20xx-May 20xx

Student Worker

Material Management Office, The University of Alabama in Huntsville, Huntsville, AL

- Shadowed Material Management Personnel to learn specifically about XYZ
- Learned quality control techniques such as XXX and XXX
- Dispatched work orders to appropriate personnel

LEADERSHIP

January 20xx-Present

Recruitment Chair

Ro Ri, The University of Alabama in Huntsville, Huntsville, AL

- Serve as the director for all recruitment events, 2 per week for 6 weeks
- Supervise 10 committee members and assign responsibilities as necessary
- Contact approximately 20 recruits per day through cold-calling

ACTIVITIES

Society of Operations Management Students - Member, January 20xx-Present

National Association of Manufacturers - Member, August 20xx-Present

National Association of Industrial Technology- August 20xx-May 20xx

COMMUNITY INVOLVEMENT

Meals on Wheels, May 20xx

Habitat for Humanity, December 20xx

HONORS/AWARDS

Recipient of 6 academic scholarships

Or list individual scholarships/honor society if less than 6