

BILL E. BISON

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OBJECTIVE

To obtain a part-time job with the NDSU Bookstore for the fall 2019 semester.

EDUCATION

North Dakota State University

Bachelor of Science degree in Marketing, Minor: English

GPA: 3.3/4.0, Dean's List (one semester)

Fargo, ND

Anticipated Graduation May 2021

EXPERIENCE

Two Stones Bison Ranch

Farm Hand/Laborer

Thompson, ND

March 2014 – Present

- Successfully plan meals and activities for 80 participants during annual branding weekend
- Demonstrate adaptability by assisting with various daily tasks on the ranch including: feeding, branding, tagging the herd, and general upkeep of facilities and machinery
- Maintain ranch ledger and assist with payments and accounts receivable ensuring 100% on-time payments

LEADERSHIP AND INVOLVEMENT

NDSU Residence Hall Government

Floor Representative, Reed Hall

Fargo, ND

Aug. 2017 – Present

- Develop presentation and verbal communication skills by facilitating floor meetings and educational workshops to ensure all constituents' voices are heard at hall-wide meetings
- Enhance personal leadership skills by attending the University President's Student Leadership Camp

Nokomis Childcare Center

Volunteer

Fargo, ND

Aug. 2016 – June 2017

- Energetically read to 17 toddlers for two hours per week during the academic year
- Organized Read-A-Thon book donation/redistribution event involving four local elementary schools

Red River High School Student Council

Senior Class President

Badlands, ND

May 2015 – May 2016

- Represented 300+ students during meetings with school administrators and by collaborating with community partners to facilitate events such as donation drives and pep rallies
- Demonstrated organizational skills by chairing a 13-member prom planning committee

RECOGNITION AND HONORS

Badlands Kiwanis Book Scholarship

- Awarded for efforts to improve toddler literacy

May 2017

Red River High School Student of the Year

- Selected by peers for outstanding support and dedication to student body

June 2016

COMPUTER PROFICIENCY

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook

JORDAN NGUYEN

123 Windwood Way, Fargo, ND 58103 • 701-867-XXXX • First.Last@ndsu.edu

EDUCATION

NORTH DAKOTA STATE UNIVERSITY (NDSU) Anticipated Graduation May 2019
Fargo, ND
Bachelor of Science, Women and Gender Studies

ALEXANDRIA TECHNICAL COLLEGE May 2017
Alexandria, MN
Associate of Science, Early Childhood Education

SKILLS AND QUALIFICATIONS

Data Entry/Management:

- Demonstrate attention to detail when reviewing client application forms and when assisting clients with completing documentation
- Experience with successful data entry in 2+ data management systems
- Conduct data entry in a professional manner by maintaining data privacy standards and ensuring documents are appropriately stored/secured

Interpersonal:

- Manage and collaborate with peers to ensure all customers and clients receive adequate, well-rounded, person-centered care
- Enhance verbal and written communication skills by documenting client interaction case notes and providing progress reports to supervision
- Provide exceptional customer service in crisis situations and able to de-escalate through active listening and conflict resolution tactics

Additional Training:

- ASIST Suicide Prevention Training, Firstlink Jan. 2019
- Through coursework, studied various theories regarding Adverse Childhood Experiences, interpersonal conflicts, and effects of domestic violence

EXPERIENCE

Lakes and Prairies Community Action in Moorhead, MN, Advocacy Intern Dec. 2018 – Present
Okie Dokie's Childcare Center in Fargo, ND, Childcare Provider Aug. 2017 – Present
Lola's Grill and Bar in Alexandria, MN, Server and Manager April 2018 – Aug. 2018
Sweet Pea's Nursery in Rochester, MN, Landscaping Assistant May 2015 – Aug. 2015

VOLUNTEER EXPERIENCE AND HONORS

Women's Activist Organization (WAO) NDSU, Member Nov. 2017 – Present
• Volunteer at local women's shelter by organizing donations and assisting shelter residents with moving into their own housing units
Loveland Scholarship Recipient May 2018
• Based essay on dedication to a future in public service and leadership involvements at NDSU

JENNIFER SMITH

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OBJECTIVE

To obtain a full-time Electrical Engineer position at Vei Global engineering.

EDUCATION

BS Electrical Engineering, North Dakota State University, Fargo, ND, May 20XX

- Passed the Fundamentals of Engineering (FE) exam
- Finishing degree from an ABET-accredited program
- Authorized to work permanently in the U.S.

EXPERIENCE

May 20XX – Nov 20XX

Systems Engineering Intern, John Deere Electronic Solutions, Fargo, ND

- Expertly benchmarked 15 control units to find improvement opportunities in current controllers used in gas engines, transmissions, power distribution systems and implement controls
- Calculated reliability data for safety in eight new products subjected to severe heat, extreme cold, harsh chemical vapors and direct exposure to water, dirt, dust and rock
- Partnered with technicians to recommend design alterations boosting reliability rate by 7%

Oct 20XX – May 20XX

Electronic Design Engineering Intern, Moore Engineering, West Fargo, ND

Employee-owned civil and environmental engineering company completing more than 21K projects in the region.

- Supported 3rd party developers and start-up firms by providing technical support and direction
- Utilized innovative problem solving to devise courses of action for development of new techniques to refashion existing processes increasing efficiency by 12%
- Performed bench testing to determine circuit faults, identified types of faults, explored root causes and prepared reports concerning future direction of projects

May 20XX – Aug 20XX

Electronic Engineering Intern, Great River Energy, Park Rapids, MN

Great River Energy is a not-for-profit electrical cooperative serving more than 695K customers.

- Configured and wired hardware to support relay testing and training
- Meticulously modified software in C to improve model fidelity for technician training
- Supported Project Appropriation Requests, to include initiating environmental and safety reviews

TECHNICAL SKILLS

- Advanced skills in MATLAB, Simulink, MathCAD, Excel, Word, PowerPoint
- Intermediate skills in C programming, VBA, Access

SENIOR DESIGN PROJECT

Spring 20XX

Designed and integrated solar-powered water heater to prevent cattle ranch troughs from freezing in the winter.

- Utilized technical skills to integrate high-efficiency solar cells with low-voltage waterproof heating element designed to keep water in liquid state to -40 degrees Fahrenheit
- Tested water for stray current and design durability to ensure safety of animals during use
- Coordinated field testing approval with local rancher communicating safety of prototype
- Conducted and documented results of seven extreme temperature assessments between 10 to -40 degrees