

Diane First Year

2020 VSU Drive ▪ Columbia, MD 11155 ▪ diane@students.vsu.edu ▪ 804-555-5555

EDUCATION

Virginia State University, Petersburg, VA

May 2016

Bachelor of Science in Computer Engineering

GPA: 3.1

Honors List, Fall 2012

Work approximately 15 hours a week while maintaining a full-time student schedule

EXPERIENCE

Academic Success Center, Virginia State University, VA

September 2012-Present

Assistant

- Assist staff with administrative tasks including answering phones, photocopying, filing and organizing center resources
- Provide excellent customer service experience by meeting and greeting students in a friendly manner
- Collect and input student information into database

Camp Grossman, Columbia, MD

June-August 2012

Swimming Instructor

- Taught six swimming classes, students ages ranged from 4 to 12 years old
- Emphasized ability to work with people of all ages
- Served as a lifeguard; trained in CPR and First Aid

Applebee's, Columbia, MD

June-August, 2011-2012

Waitress

- Trained new employees and assisted management with reconciling cash register and receipts
 - Provided excellent customer service by maintaining a positive attitude and managing several tables each shift
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LEADERSHIP and ACTIVITIES

- Member, NSBE (National Society of Black Engineers) 2012-Present
 - Member, VSU Concert Choir 2012-Present
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SKILLS

- Conversational Spanish
- Microsoft Word, Microsoft PowerPoint, Microsoft Excel, SPSS, GarageBand