

Clyde P. Matney

835 Wigwam Road
Wilmington, NC 28508
910.555.6874
matneyclin@hotmail.com

OBJECTIVE

To obtain an entry-level position that will utilize my programming, technical communication, and teamwork skills.

EDUCATION

Bachelor of Science, Computer Science; May 2007

University of North Carolina at Wilmington; Wilmington, NC

3.5 GPA in Computer Science Core

3.4 GPA Overall

SKILLS

Languages: C, C++, Assembly, Java, Lisp

OS: Windows 95/98, UNIX

Applications: Extensive experience with Microsoft Office

Other: Database Management, Computer Networking, Technical and Business Communication Skills

WORK

EXPERIENCE

Year 2000 Project Manager; January 2006 - Present

Coastal Area Health Education Center, Wilmington NC

- Supervise project committee
- Develop and organize a project plan evaluating Y2K compliance of a health education organization
- Assess computer hardware including PCs and various network devices
- Evaluate commercial software
- Implement necessary steps to ensure functionality after December 31, 1999

Computer Specialist Internship; January 2005 – May 2006

Wilmington Police Department, Wilmington, NC

- Responsible for law enforcement policy research and development
- Department technical support specialist
- Assisted with Microsoft Access database management

Research Assistant / Computer Support; April 2005 – December 2006

New Hanover County, Wilmington, NC

- Evaluated alternative sentencing programs for NC inmates
- Provided computer technical support to research staff
- Prepared bimonthly multimedia presentations

HONORS

Dean's List in 2004, 2005, 2006

David L. Menius
lukemenius@hotmail.com

Current Address
704 Darwin Dr.
Wilmington, NC 28405
(910) 555-4941

Permanent Address
1546 Lake Lucas Rd.
Asheboro, NC 27203
(336) 555-5791

- Objective** To obtain a position that will utilize my data collection, interpretation, and problem solving skills.
- Education** **University of North Carolina at Wilmington** Wilmington, NC
Bachelor of Science Environmental Studies May 2008
Major GPA: 3.2 Overall GPA: 3.2
Dean's List (2 Semesters)
- Relevant Experience** **LAW Engineering and Environmental** Wilmington, NC
Intern Summer 2006
- Collected water and soil samples and compiled data into Excel.
 - Researched land-use history and assessed properties for signs of contamination.
 - Maintained and prepared equipment used in sampling.
- NC Dept. of Environment and Natural Resources- Division of Water Quality** Wilmington, NC
Intern January-May 2006
- Assisted in farm inspections and compiled results into state records.
 - Evaluated sites for construction permit applications.
 - Collected ambient water samples from coastal rivers and marshes.
- Mapco, Inc.** Asheboro, NC
Operator/Laborer Summer 2003-2005
- Provided the routine maintenance and operation of heavy equipment.
 - Using surveying equipment, determined elevations and grades for pipeline and roadway projects.
 - Collaborated on the installation and detonation of high explosives.
- Other Experience** **Sail and Trail, Inc.** Wilmington, NC
Sales March 2004-present
- Handled product orders with wholesalers.
 - Performed repairs on sailboats.
 - Facilitated and led group kayak tours and sailing lessons.
- References** Available upon request

Josef Savinit

897 Forest Creek Rd.
Parkwoods, NC 54879

savinit@yahoo.net
(910) 555-9874

Objective: To secure a position as an informational specialist, resource manager or comparable position in an environmental consulting firm.

Education:

Bachelors of Arts, Environmental Science, May 2007
University of North Carolina at Wilmington; Wilmington, North Carolina
GPA: 3.2 Overall GPA: 3.1 ; Dean's List
Student Leadership Nominee

Relevant Experience:

Visitor Interpretation Ranger; May 2006- present

Haleakala National Park - Student Conservation Association Makawao, Maui, Hawaii

- Provided interpretive talks, presenting formal educational interpretive talks at the summit (elevation 10,023 ft)
- Lead 2-3 hour hikes in the rainforest and dormant volcano.
- Presented environmental educational talks or hikes to school children.
- Worked on special projects related to interpretation with the library and museum.
- Completed Hawaiian Culture and Language Course.

Campus Recycling Internship; January 2006-May 2006

University of North Carolina at Wilmington; Wilmington, NC

- Raised awareness and educated students, faculty, and staff on the importance of recycling at UNC-Wilmington.
- Improved recycling program in housing and residence life on UNCW campus through a new committee.
- Worked as a team/leader to increase campus recycling and community involvement.

Survey Director, Hobbit Beach Marine Debris Monitoring Program; May 2005- May 2006

Center for Marine Conservation; Hobbit Beach, NC

- Planned logistics for setting up and maintaining survey site, confirmed volunteers, and distributed supplies
- Maintained survey site, confirmed volunteer commitment for monthly surveys, and made travel arrangements
- Collected and submitted volunteer and collection data monthly

Non-Profit Environmental Policies and Procedures Intern; June 2005-December 2005

North Carolina Coastal Federation; Wilmington, NC 28403

- Researched public issues and policy concerning the NC coastal area
- Compiled fact sheets on wetland functions and effects of destruction for members of the NCCF
- Entered and maintained environmental computer data
- Managed incoming calls and contacted various environmental and governmental agencies for information
- Conducted background research on shellfisheries in the area
- Planted grasses and other marsh species to slow wave erosion as an alternative to bulkhead

Computer Skills:

- IBM Pentium and Compatible (MS Word, Excel, Access, Word Perfect)
- Apple Macintosh (Works, Excel)

Activities and Interests:

- President, Environmental Concerns Organization (2 yrs, member 4 yrs); meeting mgt., educational programming
- Member, Conservation Committee (consisted of faculty, students and administrative staff)
- YMC Indoor Soccer League
- Volunteer Soccer Coach for children under 10
- Member, Women In Leadership Program, Mentor for younger girls
- Member, Students & Community for Alternative Transportation, conferences, education programs and bike maintenance

Joe Physicist

7685 Astro Drive
University City, NV 54817

815-555-7456
joe@hotmail.com

OBJECTIVE: To obtain a Physicist position with a nuclear utility

SUMMARY:

- Nuclear Physicist Internship with the U.S. Nuclear Regulatory Commission
- Magna Cum Laude graduate with Bachelor of Science in Physics
- Ability to transform complex theoretical information into practical applications
- Strong communication skills in both Spanish and English
- Team work ethic with the ability to also work independently
- Computer programming skills in C++, Java and Fortran

EDUCATION: **Bachelor of Science in Physics**, May 2006
Illinois State University, Normal, Illinois
Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Courses taken include:

Quantum Mechanics I & II	Nuclear Physics
Electromagnetic Waves	Elementary Particles
Numerical Methods	Thermodynamics
Astrophysics	Laser Electro-Optic Techniques

INTERNSHIP

EXPERIENCE: **Nuclear Physicist Internship**, May 2005 to August 2005
U.S. Nuclear Regulatory Commission (NRC), Rockville, MD

- Internship with the Regulation and Assessment Team
- Gathered preliminary reports and information for audit of active reactors, including comparing against previously filed data for consistency and accuracy
- Assisted in the development of the final audit assessment report for the Point Beach Nuclear Reactor facility

WORK

EXPERIENCE: **Professor's Assistant**, August 2005 to May 2006
Department of Physics, Illinois State University, Normal, IL

- Assistant to Professor Kim Schram, Associate Professor of Physics
- Prepared course syllabus and handouts for Introduction to Physics class
- Assisted in grading tests, term papers and term projects

ACTIVITIES:

- Treasurer, Physics Club, 2004-2005, Member 2003-2006
- Historian, Phi Beta Kappa Honors Society, 2005-2006
- Member, Chess Club, 2004-2006

Latrina Labtech

432 Temperment Drive
Wilmington, NC 28400

Phone 658-555-9652
E-mail biolab@aol.com

Objective:

Desire a secure, full time position in a clinical laboratory setting to conduct in the advancement of biomedical research

Education:

Bachelor of Science, Biology; Computer Science Minor; May 2007

University of North Carolina at Wilmington, Wilmington, NC

- Dean's List - 4 years
- Chancellor's Award of Excellence
- Academic Achievement Award
- GPA: 3.4

Laboratory Skills:

- Examination of Bacterial Slides using Electron Microscopes
- Separation of various compounds utilizing Vigreux Column Chromatography and Thin Layer Chromatography
- Chemical Distillation Procedures
- Gel Electrophoresis Techniques
- Dissection of sharks, frogs, and rats

Research Experience:

Biology Lab Assistant

University of North Carolina at Wilmington

June 2005- June 2006
Wilmington, NC

- Assisted in the research and development of an Atlantic Coast Catalogue of the stalk of Bottlenose Dolphins (*Tursiops truncatus*)
- Conducted Marine Mammal Surveys in the Intercoastal Waterway and the adjacent Atlantic Ocean
- Collected environmental statistics including Beaufort Sea State and Water Salinity
- Conducted photo identifying techniques utilizing magnifying glasses to determine the individual animal
- Recorded individual dolphin whistles using a hydrophone apparatus

Work Experience:

Waitress

Annabelle's Restaurant and Pub

July 2004 – December 2006
Wilmington, NC

- Acquired excellent communicational skills in a diverse setting
- Received time management skills in a fast paced environment

References:

Available upon request

Mandy Jack

423 Dove Ct.
Wilmington, NC 28403
(910) 555-6568
Mandy.jack@gmail.com

OBJECTIVE

To secure a position as a Patient Account Technician.

EDUCATION AND TRAINING

Bachelor of Arts, Biology, University of North Carolina at Wilmington December 2006
Activity Coordinator Training for long-term facility June 2004
Nurse Aid Level I certified May 2002

SUMMARY OF QUALIFICATIONS

- Young professional with 6 years of experience working and volunteering in the medical field
- Familiar with medical terminology and the medical environment
- Able to work independently while meeting multiple demands of others
- Consistently recognized for outstanding customer service

EMPLOYMENT

Activity Assistant April 2005 - Present
Nursing Assistant June 2004- April 2005
Spring Arbor of Wilmington Wilmington, NC

- Plan and facilitate monthly activities/outings and organize entertainment
- Problem-solve and interact with families of clients with questions and concerns
- Assist with company marketing and provide tours of the facility
- Write and organize monthly newsletter

Nursing Assistant- PRN April 2005 - Present
Activity Assistant June 2004 – April 2005
Cornelia Nixon Davis Health Care Wilmington, NC

- Planned and executed residential monthly activities and special entertainment
- Recognized twice for outstanding customer service
- Received eight letters of commendation from client's family members and other staff

Crew Worker December 2003 – April 2004
Taco Bell Wilmington, NC

- Interacted daily with hundreds of customers in a fast-paced, high-stress environment
- Handled cash and food line set-up
- Provided outstanding customer service
- Received Employee of the Month Award

Patient Meal Server, Volunteer Candy Striper May 2002-January 2003
New Hanover Regional Medical Center Wilmington, NC

- Assisted with patient discharge
- Delivered medical records
- Served as a member on the Volunteer Junior Council
Prepped line in the kitchen for residents and delivered trays to room