

Adam Jones

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EDUCATION

West Virginia University Institute of Technology (WVU Tech), Beckley, WV

Anticipated: May 20XX

Bachelor of Science in Chemical Engineering (ABET-accredited)

Minor in English

Deans List: Fall 20XX, Spring 20XX, Fall 20XX, Spring 20XX, Fall 20XX

Overall GPA: 3.7

WORK EXPERIENCE

Dining Services WVU Tech, Beckley, WV

August 20XX – Present

Dining Services Assistant

- Complete multiple duties to serve 1,500 students such as stock the Salad bar, Operate grill station, replenish food supplies, and maintain clean environment
- Supervise three student workers during unloading and documenting inventory off shipment trucks
- Assist large banquets both on and off campus including Chili Night and Homecoming by setting up tables, food displays, and serving food.

WVU Tech Student Support Services, Beckley, WV

September 20XX – May 20XX

Math/Chemistry Tutor

- Assisted students with explaining mathematics and chemistry material in easy to understand concepts
- Accommodated learning needs by breaking down complex math equations
- Refer students to campus resources such as TRiO support, Career services and Student Support Center

EXTRACURRICULAR ACTIVITIES

American Institute of Chemical Engineers (AIChE), WVU Chapter

August 20XX – Present

Treasurer

- Organize fundraising events per academic year to support funding for conferences
- Plan, and promote projects to present at annual conferences

One Voice, Beckley, WV

August 20XX – Present

Community Service Volunteer

- Design community outreach programs that significantly heightened attendance at organization's events
- Prepare meal to serve Homeless and Hungry
- Held clothing drives two times in the fall for community in need of clothing goods
- Help paint and repair homes
- Attend annual Bridge Day to advertise

RELEVANT EXPERIENCE

Programs: AutoCAD, VBA, Mathcad, SolidWorks, MS Project, MATLAB, MS Excel

SKILLS

Languages: Fluent in Spanish