**Adam Jones**  
(304) 555-8956 | professional.email@gmail.com | 1234 Jenny Drive, Beckley, WV 25801

**EDUCATION**

**West Virginia University Institute of Technology (WVU Tech),** Beckley, WVAnticipated: 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, WVAugust 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, WVSeptember 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 (AlChE)**, 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