

Mary Smith
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Permanent Address

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University Address

Carnegie Mellon University
333 Maple Drive
Pittsburg, PA 15230
(412) 456-1234

Education

Carnegie Mellon University, Pittsburgh, PA
Bachelor of Science in Computer Science
Graduation Date: May 2011
Cumulative GPA: 3.4

Technical Skills

Computer Software: Word, PowerPoint, Photoshop, Illustrator, Excel, AutoCAD, Dreamweaver
Computer Hardware/OS: Unix, Windows OS, Windows 2000 Server
Programming Languages: HTML, C++, Java, C, SML

Experience

Web Designer Intern, June 2005 – August 2005
Right Frame Inc., Irvine, CA

- Developed and established company wholesale website with union standards.
- Photographed and retouched product images for the web and catalog.
- Designed company advertisements for Lexus Guild Show.

Webmaster, August 2004 – June 2004
Belmont High School, Alhambra, CA

- Initiated, designed, published and maintained the school web site.
- Collected, organized, and converted information required for web posting.
- Designed and created graphics and edited photos for various web pages.

Research Internship, June 2003 – August 2003
University of New Mexico, Albuquerque, NM

- Conducted a NASA sponsored research project in the Biology Department.
- Established a computer system model for statistical analysis.
- Prepared and presented research reports. Published the research reports on the Internet.

Activities

Alpha Phi Omega, Pledge Class President (2006)
Society of Women Engineers, Communications Chair, Webmaster (2006-present)
Society of Hispanics in Professional Engineering, SHPE, Member (2005-present)
Forbes House, Community Service house member (2001-2002)
Boys and Girls Club Volunteer
Science & Technology Day Volunteer

**Awards &
Recognition**

Judith Resnik Challenger Merit Scholarship (2003-2006)
Carnegie Mellon Institutional Merit Scholarship (2003-2006)
Boeing Long Beach Management Association Mossman Merit Scholarship (2001-2005)
INROADS, Pacific Southwest Talent Pool Member (2007)

(Please remember to keep resumes to one page)