

JOHN DOE

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EDUCATION

Bachelor of Science: Construction Management

Eastern Illinois University, Charleston, IL

May 20XX

GPA: 3.6/4.0

EMPLOYMENT EXPERIENCE

Manufacturing Safety Assistant (Internship)

Royal Envelope, Chicago, IL

May 20XX - August 20XX

- Organized and update Safety Data Sheets for plant chemicals
- Developed Lock Out/Tag Out system for various machines
- Informed employees on pressing safety matters and implement new safety procedures

Bicycle Builder / Sales Associate

Bike & Hike, Charleston, IL

August 20XX - April 20XX

- Estimated bike repaired costs through prior experience and industry standards
- Managed and prioritized repair schedules
- Advised clients on product information as well as developed a sales pitch to make weekly profit goals
- Built relationships with customers in order to promote exceptional service
- Worked with tools to build and repair new and used bicycles

Busboy

94 West, Orland Park, IL

April 20XX - September 20XX

- Efficiently and effectively worked with a team
- Enacted problem solving skills to gain experience
- Used critical thinking in order to satisfy clients and coworkers

HONORS AND ACTIVITIES

Construction Club

- President

Eastern Illinois University Swim Team

- Division 1; Summit League
- Competed on 20xx Conference Team

Spring 20xx Dean's List