

Michel Tiger

(225) 555-1234 – mtiger@lsu.edu

EDUCATION

Louisiana State University (LSU), Baton Rouge, LA

May 20xx

Bachelor of Science, Electrical Engineering

EXPERIENCE

Career Peer – College of Engineering

August 20xx – Present

LSU Olinde Career Center, Baton Rouge, LA

- Presented to classes of up to 125 students on upcoming career activities
- Educated students in a 1-on-1 environment on how to improve and streamline their resume
- Researched important concepts in Computer Science to create self-guided learning pathways
- Coached students on career fair preparation and methods to confidently approach recruiters

Chief Editor

January 20xx – May 20xx

Yearbook Staff, St. Rose, LA

- Strategically evaluated materials submitted to determine placement and flow in yearbook
- Consulted with the adviser regarding changes in the contents design, organization, or theme
- Edited and proofread materials to detect and correct errors in spelling, punctuation, and syntax
- Helped adviser train staff on how to use online program and assign staff members to roles that best suit skill sets
- Led monthly meetings with 11 staff members and adviser to share updates and determine progress
- Oversaw content, development, and completion of yearbook

Server

March 20xx – July 20xx

Jakku Barrel, New Orleans, LA

- Communicated with over 35 customers per night about orders and ensured quality service
- Sterilized dishes, utensils, equipment, and other restaurant facilities according to safety specifications

SKILLS

Microsoft Excel, Spanish (conversational)

COMMUNITY INVOLVEMENT

East Baton Rouge Parish Park System: Volunteer Soccer Coach

Red Cross

Disaster Relief Volunteer

Habitat for Humanity