

# EMMYLOU HARRIS

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## OBJECTIVE

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To be employed in an environment that allows me to use and expand my knowledge of civil engineering.

## EXPERIENCE

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*She uses a résumé template in Microsoft Word. Doing so provides a professional appearance and makes formatting easier.*

*Note how she employs parallel structure in her lists. You will need to employ that guideline in all your lists.*

*In those lists, she quantifies her experiences where possible. Doing so helps a reader grasp the impact of your employment.*

2006-Summer Portland Water District Portland, ME

### *Engineering Intern*

- Aided design engineers in the design of water main renewal plans.
- Compiled bid sets, plan sets, and specification books for seven subcontracts for water main renewal.
- Updated process and identification plans for the water treatment plant.
- Used GIS and Hansen to track service lines and created a spatial database of leaks on water mains.

2006-Present University of Maine Dept. of Civil Engineering Orono, ME

### *Teaching Assistant*

- Assisted in CIE 111 Materials Lab where we tested and observed the different properties of common construction materials.
- Held office hours for assisting students with the CIE 110 Materials lectures and graded homework assignments.
- Aided in CIE 115 Computer Programming by helping students learn the basics of Excel Visual Basic and MathCAD.
- Assisted in CIE 101 Computer Graphics by helping students use Microstation and learn to read standard plan sets.

2002-Present (part-time) Dairy Corner Scarborough, ME

### *Shift Manager and Cashier*

- Worked as cashier and prepared and served food.
- Trained 15 new employees.
- Opened and closed facilities.

2005-Present Maine Field Hockey Umpires Association Orono, ME

### *Field Hockey Referee*

- Obtained a local certification.
- Officiated 27 middle school and high school games.

## EDUCATION

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2005-Present University of Maine Orono, ME

- Bachelor of Science in Civil Engineering

- Expected graduation in May 2009
- GPA 3.62

#### ACHIEVEMENTS

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Dean's List in the College of Engineering  
Dean's List in the Honors College  
Top Scholar Award Recipient

#### ACTIVITIES

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American Society of Civil Engineers, Society of Women Engineers, Concrete Canoe, Pi Beta Phi Fraternity, Alpha Lamda Delta Honor Society, National Society of Collegiate Scholars, and Club Field Hockey (President).

#### SKILLS

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Proficient in GIS, AutoCAD, Microstation, Excel, Microsoft Office, Hansen and MathCAD

*When you list skills, particularly software skills, you should offer an example of what you have **done** with the software to support any claim of proficiency.*

*Notice that this résumé goes on for more than one page. If you have enough relevant detail, two pages will be fine. The only exception might be if someone stipulates a one-page résumé.*

**References Available Upon Request**