

Jamie Flyer

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Campus Address
198 Evanston Avenue
Dayton, OH 45409

Permanent Address
1865 Hartford Avenue
Columbus, OH 48532

OBJECTIVE To obtain a Summer Internship in the field of Electrical Engineering

EDUCATION **University of Dayton** Dayton, OH
Bachelor of Electrical Engineering, GPA 3.69/4.0
Masters of Business Administration Ready Program Anticipated Graduation: May 20xx

Honors

- President's Scholarship
- University of Dayton Honors Program
- The Allstate Foundation Scholarship
- The Strongsville Women's League Scholarship

SKILLS

- Highly knowledgeable in Physics, Calculus, Differential Equations, and other math fields
- Familiar with circuit analysis and digital systems, including lab reporting and safety
- Exposed to MatLab programming, C++ programming, and AutoCAD
- Proficient in MS Word, Excel, Access, PowerPoint, QuickBooks and MapPoint
- Served in leadership positions in numerous clubs and organizations
- Ability to learn new skills quickly and successfully
- Skilled at working effectively within a group

WORK EXPERIENCE **Global Sales and Marketing Intern** Minneapolis, MN
Johnson Marketing Summer 20xx

- Learned Johnson Electrical products, distributor channels, and diverse clientele
- Generated promotion to distributors for the Johnson Certified Contractor Network (JCCN)
- Contacted and made sales calls to target electrical contractors for the JCCN program
- Developed representation of distributor locations, market share, and sales volume for Johnson and its competitors using MapPoint software

Customer Service Assistant Dayton, OH
University of Dayton Campus Copy Center 20xx-present

- Price and estimate printing projects
- Make copies, operate business machines, computers and cash register per customer's request

Office Clerk Columbus, OH
Bingos Office Works Summer 20xx

- Displayed and explained usage of merchandise to customers
- Calculated and priced amount of stone supply and materials needed per job
- Used QuickBooks computer program to ring out customers

Camp Counselor Dayton, OH
Engineering for Life Summer Camp Summer 20xx

- Collaborated with Faculty to arrange camp details
- Counseled six female high school students for one week
- Assisted in facilitating numerous projects and experiments, both social and educational

ACTIVITIES and INTERESTS

- Pi Beta Phi Sorority; Leadership Nominating Committee Chair; Arrowboard Committee Chair; Greek Week Committee 20xx
- Engineers in Technical, Humanitarian Opportunities of Service-learning (ETHOS) Club
- Intramural soccer, flag football, and volleyball teams

AVAILABLE May 20xx