**Name:** First Name Last Name

**Current Address:** Street Address | City | State | Zip Code

**Permanent Address:** Street Address | City | State | Zip Code

**Phone:** XXX-XXX-XXXX **Email:** email@domain.org

**LinkedIn:** www.linkedin.com/InsertYourHandleHere

EDUCATION

University of Thurgood Marshall (Houston, TX) | Expected May 2021

Bachelor of Science in Mathematics and Chemical Engineering; 4.0/4.0 GPA

Minor in Biology

Relevant Coursework: Biochemical Engineering I & II, Chemical Process Engineering, Atmospheric

Chemistry & Physics, Biostatistics, Calculus I & II, Abstract Geometry

SKILLS AND SOFTWARE PROFICIENCIES

Microsoft Office, C##, Java Script, MS InfoPath, conflict resolution skills, GIS, MathCAD, ASPEN, 10-Key, 75 WPM, fluent in English and Spanish

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

* LifeJourney skill certifications
* Google AI Essentials certificate, Issued May 2024

WORK & LEADERSHIP EXPERIENCE

Shell Oil Company | Houston, TX | Summer 2019

Intern

* Recommended and implemented renovations program for out-of-date facilities, saving

$20 million in new building projected costs

* Managed and completed more than 40 projects in less than three months

Conoco-Philips, Inc. | Phoenix, AZ | Summer 2018

Intern

* A summer internship spent assisting the chemicals technology group, as well as helping in the

continuing efforts of different programmatic needs.

* Recommended and implemented new switching center design, which resulted in improved

equipment maintenance and switching operations.

University of Thurgood Marshall | Houston, TX | May - August 2017

Research Assistant

* Trained staff on use of new programs and developed a voice-automation system that increased

productivity, which allowed 15% reduction in staffing needs.

* Recruited and trained more than 25 volunteers, which saved $500,000 dollars in operating

and administrative costs.

* Increased the mentoring program participant numbers by 73% in three

months.

ACTIVITIES AND HONORS

2021 TMCF Leadership Institute Scholar; University of Thurgood Marshall, SGA President; National

Society of Black Engineers (NSBE); Alpha Phi Alpha Fraternity, Incorporated; Students in Free

Enterprise (SIFE) Recording Secretary; National dean’s list; 2018, 2019, 2020