

# SCANNABLE VERSION OF RESUME

MORGAN ELIZABETH NEILSON

## Current address:

5634 University City Blvd., Apt. 56B  
Blacksburg, VA 24060  
(540) 961-6666  
meneilson@vt.edu

## Address after August 15, 2003:

2107 Calvin Street  
Manassas, VA 22221  
(703) 555-8304  
morgan.neilson@juno.com

## OBJECTIVE

Industrial engineer; interests in manufacturing, cost analysis, and occupational safety

## EDUCATION

B.S., Industrial and Systems Engineering, August 2003  
Virginia Polytechnic Institute & State University, Blacksburg, Virginia  
GPA: In-major: 3.1/4.0 Overall: 2.68/4.0  
Earned and financed 70% of college and living expenses

## SKILLS

Knowledge gained through ISE project work includes:

Cost Analysis  
Materials Handling  
Human Factors  
Plant Layout  
Inventory Control  
Statistics  
Computer Skills:  
IBM PC / Mainframe  
Macintosh / Apple  
AutoCAD/ CADKEY  
FORTRAN  
Visual BASIC  
MS Excel  
MS Word  
BlocPlan  
SAS  
FactoryFLOW  
FactoryCAD

## COURSE PROJECT

Project Manager for Senior Design Team, Omega Window Co., Inc., Salem, VA  
Fall 2002 – Spring 2003  
Analysis and evaluation of current layout of the window fabrication facility  
Collection and interpretation of materials handling and flow data  
Developing alternative facility layouts to reduce materials handling

## EXPERIENCE

Summer Engineering Intern, Perkins Company, Inc., Cleveland, OH, Summer 2002  
Application of CAD skills to both office layout and curtain wall analysis  
Compiled ANSI structural leading programs using computer knowledge  
Assisted applications engineers in preparing stamped structural calculations

Maintenance Administration, Cuyahoga Foods, Inc., Bridgewater, VA, Summer 2001  
Maintained and updated computer cataloging of machine parts room  
Ordered, received, and distributed valuable machine parts and supplies  
Prepared purchase orders for cost accounting

Engineering Technician, Naval Air Systems Command, Arlington, VA, Summer 2000  
Developed Close Air Support Effectiveness math model using FORTRAN

#### AWARDS & ACTIVITIES

Perdue Farms Inc., National Scholarship  
Society of Manufacturing Engineers  
Marching Virginians & Metro Pep Band  
Dean's List: Fall 2001, Spring 2002

#### **Formatting features of this resume:**

- Name is always first – that's what scanners expect to find.
- All bold removed (all caps okay and used, but will make no difference to scanner).
- Bullets removed.
- All text aligned on left margin; no indents or column set up.
- It's okay to go beyond one page for a scannable resume.
- Font is a "sans serif" font; sans = without; meaning the font has no "serifs." Serifs are the small strokes at the edges of each character: Ex.: Times New Roman Font
- Sans serif fonts are cleaner and easier for scanners (and some might argue the human eye) to read.
- Resume font = Univers 11 (this text box font is Arial 12; also a sans serif font)
- Margins .9 at sides; .5 top and bottom.
- Undo Word's automatic hyperlink of your email address: choose format: font, and set color as "automatic" and underline as "none."
- Took less than 10 minutes to convert the "human eye" version of this resume to this scannable version.
- Save as a .txt file.
- You can cut and paste this into the body of an email – for employers who instruct you to send your resume this way.