

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.