

Susan Student

111 Curtiss Hall
University Center, MI 48710
(989) 497-4954
careers@svsu.edu

OBJECTIVE

To utilize my excellent organizational, communication and teamwork skills in an entry level position with Knock, Inc.

EDUCATION

Bachelor of Arts in History December 2009
Saginaw Valley State University, University Center, MI
Minor: **Accounting**
GPA: 3.55

RELEVANT EXPERIENCE

Business Services Co-op June 2006 - Aug. 2008
Simon Architectural Design, Inc., Pinckney, MI

- Assisted in maintaining a database of over 500 clients
- Contributed to the development of a process serving six remote sites

WORK EXPERIENCE

Assistant Grounds Keeper Seasonal: 2004, 2005
Saginaw Country Club, Saginaw, MI

- Responsible for early morning course grooming
- Organized equipment and supplies
- Served as working-manager for three assistants

Fry Cook May 2003 - April 2006
McDonald's Restaurant, Bay City, MI

- Maintained excellent attendance record
- Effectively dealt with stressful situations in a team environment

COMPUTER SKILLS

Windows Operating Systems; Virtual Basic, C++, Java, HTML;
MS Word, Excel, and PowerPoint; Corel WordPerfect; various email packages

ACTIVITIES

- **Volunteer**, Big Brothers / Big Sisters of Midland May 2004 - Present

REFERENCES

Available Upon Request