**Diane First Year**

2020 VSU Drive ▪ Columbia, MD 11155 ▪ diane@students.vsu.edu ▪ 804-555-5555

**EDUCATION**

**Virginia State University**, Petersburg, VA May 2022

Bachelor of Science in Computer Engineering

GPA: 3.1

Honors List

*Work approximately 15 hours a week while maintaining a full-time student schedule*

**EXPERIENCE**

**Academic Success Center**, Virginia State University, Petersburg, VA September 2019-Present

***Office Assistant***

* Assist staff with administrative tasks including answering phones, photocopying, filing, and organizing center resources
* Provide excellent customer service experience by meeting and greeting students in a friendly manner
* Collect and input student information into a database

**Camp Grossman**, Columbia, MD June-August 2018

***Swimming Instructor***

* Taught six swimming classes, students’ ages ranged from 4 to 12 years old
* Emphasized ability to work with people of all ages
* Served as a lifeguard; trained in CPR and First Aid

**Applebee’s**, Columbia, MD June-August 2017

***Waitress***

* Trained new employees and assisted management with reconciling cash register and receipts
* Provided excellent customer service by maintaining a positive attitude and managing several tables each shift

**LEADERSHIP & ACTIVITIES**

* Member, National Society of Black Engineers (NSBE) 2019-Present
* Member, VSU Concert Choir 2018-Present

**SKILLS**

* Conversational Spanish
* Microsoft Word, Microsoft PowerPoint, Microsoft Excel, SPSS, GarageBand