
JOE STUDENT

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OBJECTIVE

To obtain a position that will benefit from my public administration degree

QUALIFICATIONS

- Received training in cost-benefit analysis, budgeting, and planning.
- Learned how to be an effective manager in Public and Non-Profit management course.
- Obtained knowledge of the policy making process (design, implementation, and evaluation).
- Used various computer applications (Wordperfect, Microsoft Word, and Excel).
- Maintained a high degree of confidentiality while working with sensitive files.
- Performed duties in a self contained environment with little supervision.
- Used training and experience to become an adept problem solver.

EDUCATION

University of Wisconsin-Green Bay
Bachelor of Science Degree
Current GPA: 3.91
Major: Public Administration
Graduation date: May 2000

EXPERIENCE

City of Green Bay/Brown County Human Resources Department

Human Resources Intern (January 1999-May 1999)

- Performed wage and benefit comparability studies for positions such as coroner, facilities managers, registered nurses, and corrections officers.
- Completed reference checks.
- Prepared reports on the basis of an interviews and surveys.
- Wrote a survey that evaluates the performance of the HR department.
- Reviewed union contracts for class and compensation information.
- Prepared a variety of charts on Microsoft Word and Excel.

Tecumseh Products, New Holstein, WI

CNC/Manual Machine Operator (December 1993-present)

- Operated manual and Okuma lathes and mills.
- Operated and maintained a fully automated Kitamura Turning Center.
- Solved complex problems such as run-out, taper, and loading difficulties.
- Used a variety of gages (dial indicators, snap, reef, minimal use of micrometers).
- Exceeded production demands while maintaining an impeccable quality record.
- Trained others to run manual and CNC machines.
- Communicated with other operators to maintain a coordinated effort.
- Maintained a clean and organized work environment.

Branch River Country Club, Manitowoc, WI

Grounds Crew (June 1991-November 1993)

- Operated and maintained various types of outdoor equipment.
- Performed tasks with a minimal amount of supervision.
- Maintained an excellent attendance record.

REFERENCES

Available upon request