

PAT VAN LANEN

123 Webster Avenue, Green Bay, WI 54301
(920) 555-1234
PATVL7@gmail.com

OBJECTIVE

A position in public or non-profit administration

EDUCATION

UNIVERSITY OF WISCONSIN – GREEN BAY

B.S. in Public Administration

August 20XX

- Minor in Urban and Regional Studies
- GPA: 3.9/4.0

RELATED EXPERIENCE

BROWN COUNTY HUMAN RESOURCES, GREEN BAY, WI

Human Resources Intern

January 20XX-May 20XX

- Performed wage and benefit comparability studies for positions such as coroner, facilities managers, registered nurses, and corrections officers.
- Completed reference checks on candidates for employment.
- Developed a survey to evaluate the performance of the HR department.
- Prepared reports on the basis of an interviews and surveys.
- Reviewed union contracts for accuracy of class and compensation information.

ADDITIONAL WORK EXPERIENCE

GREEN BAY COUNTRY CLUB, GREEN BAY, WI

Grounds Crew

Summers 20XX-20XX

- Performed tasks with a minimal amount of supervision.

TECUMSEH PRODUCTS, NEW HOLSTEIN, WI

CNC/Manual Machine Operator

December 20XX-June 20XX

- Exceeded production demands while maintaining an excellent quality record.
- Trained other workers to run manual and CNC machines.

COMPUTER SKILLS

SPSS; GIS; Microsoft Word, Excel, Access, and PowerPoint

COMMUNITY ACTIVITIES

On Broadway Events Volunteer

20XX-present

Friends of the Brown County Library

20XX-present

Habitat for Humanity, UW-Green Bay Chapter

20XX-20XX

REFERENCES

Available upon request