

# Ben M. Citadel

**Citadel:** MSC #, 171 Moultrie St., Charleston SC 29409 843.953.0000 name@citadel.edu  
**Home:** 123456 Anywhere Road City, ST 12345 123.456.7890

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**OBJECTIVE:** A full-time Civil Engineering position

**EDUCATION:** Bachelor of Science, Major: **Civil Engineering**  
**The Citadel**, the Military College of South Carolina, May 2010

**SKILLS:** Time Management      Presentation      Analytical      Organizational  
Leadership                      Interpersonal      Supervisory      Multitasking      Writing

**EXPERIENCE:** **Western Auto, Sales and Small Engine Repair, Leesville SC** Summers 2006-2008

- Demonstrated strong customer service skills
- Assisted mechanics in small engine repair
- Worked in parts and accessory sales
- Maintained inventory
- Observed good business practices

**The Citadel, Computer Laboratory Proctor** School Year 2008-2009

- Directly responsible for maintaining twenty computers
- Assist Civil Engineering students in software use
- Demonstrate problem-solving skills
- Proficient in variety of engineering programs

**Vector Marketing, Greenville SC** Summer 2009

- Worked for multi-million dollar company
- Obtained first promotion in first week on the job
- Observed good management practices
- Broadened people skills
- Demonstrated time management skills
- Assisted other in learning how to do the job

**LEADERSHIP:** **South Carolina Corps of Cadets, The Citadel, Charleston SC**  
**Battalion Athletic Officer** School Year 2009-2010

- Responsible for maintaining battalion intramurals
- Demonstrated strong communication skills
- Demonstrated strong organizational skills
- Demonstrated strong leadership skills
- Show strong problem solving skills

**Company Sergeant** School Year 2008-2009

- Directly responsible for the well-being of 10 cadets
- Demonstrate effective interpersonal skills
- Demonstrate strong motivational skills

**Squad Corporal** Spring 2008

- Directly responsible for the well-being of squad members
- Served as Assistant to the Squad Sergeant

**Company Athletic Corporal** Fall 2007-Fall 2008

- Assist Company Athletic Officer in organizing and staffing intramural activities
- One of top four sophomores in company
- Demonstrated strong organizational skills

**COMPUTER SKILLS:** RISA                      HCS+                      MATHCAD                      AUTOCAD  
MS Word                      MS PowerPoint                      MS Excel

**HONORS/ ACTIVITIES:** ASCE Local & National Chapter Member                      Beta Club (HS)  
All-Region Baseball and Soccer (HS)                      Chapel Usher  
The Citadel Flag Football Club Sport                      Church Softball

**Academic Samples and References: Available Upon Request**

# Charles R. Citadel

Citadel: MSC #, 171 Moultrie Street, Charleston, SC 29409 843.953.0000 name@citadel.edu

Home: 12345 Anywhere Street, City, ST 12345 123.456.7890

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**OBJECTIVE:** To obtain a challenging civil engineering position with a progressive organization, offering long-term potential for career advancement and professional development.

**EDUCATION:** Bachelor of Science, Major: **Civil and Environmental Engineering**  
**The Citadel**, The Military College of South Carolina, **May 2010**  
FE Exam: Scheduled for Oct. 2009

**SKILLS:**

Teamwork	Leadership	Operations Management
Engineering	Administration	Time Management
Aviation	Supervision	Interpersonal

*Civil Engineering Courses Include:*

Transportation Engineering	Fluid Mechanics	Intro to Geotechnical Engineering
Mechanics of Materials	Highway Engineering	Hydrology & Water Resources
Engineering Management	Structural Analysis	Reinforced Concrete Design

**EXPERIENCE:** **Fixed Base Operation (FBO) Asst. Manager, Compass 21 Inc., City Municipal Airport, City, ST**  
Summers, Winters 2008 and 2009

- ◆ Responsible for daily operations of FBO
- ◆ Responsible for assisting customers on flight line
- ◆ Assisted in aircraft maintenance
- ◆ Developed general aviation understanding of airport operations

**Engineering Assistant, Dept. of Civil & Environmental Engineering, The Citadel Oct 2008**  
**W. Carolina Ave. Traffic Study, Summerville, SC**

Participated in preparation of a comprehensive traffic study on 1.5 mile historic roadway corridor, conducted on behalf of the town engineer, Mayor, and town council. Tasks included:

- ◆ Responsible for collecting travel time data along various alternate urban routes including; running speed, stopped delay, and overall travel time used to assess traffic circulation patterns and identify possible corridor improvement alternatives.
- ◆ Results were documented in a final report, presented during a neighborhood association meeting, and summarized before the Mayor and Summerville town council during a town meeting.

**LEADERSHIP:** **Company Executive Officer, The Citadel, Charleston, SC Fall 2009-Present**

- ◆ Responsible to company commander for all company administrative matters
- ◆ Second highest ranking 1<sup>st</sup> classmen in the company (out of 25 seniors)
- ◆ Supervised the company staff, serving 100 cadets

**Company Regs. and Discipline Sgt., The Citadel, Charleston, SC Fall 2008-Spring 2009**

- ◆ Responsible for filing and preparing all cadet discipline and performance reports
- ◆ Second highest ranking 2<sup>nd</sup> classmen in the company (out of 28 juniors)
- ◆ Aided the 1<sup>st</sup> Sgt in the daily training activities of 100 cadets

**COMPUTER SKILLS:**

Auto Cad LT 2005	MathCAD 13	HCS+
ArcGIS	Risa-3D	Hydraflow Hydrographs 2004
MS Word	MS PowerPoint	MS Excel

**HONORS AND ACTIVITIES:** Private Pilot's License, Instrument Rating, 2009      Eagle Scout Award, Silver Palm, 2006  
Commandant's Distinguished Award, 2007 and 2008      The Citadel Aero Club  
American Society of Civil Engineers      Campus Crusade  
The Citadel Marksman Club

**INTERESTS:** Aviation      Wilderness Camping      Water Sports

**Academic Portfolio and References Available Upon Request**

# Anson A. Citadel

Term Address:  
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Charleston, SC 29409  
843.953.0000

e-mail@Citadel.edu

Permanent Address:  
12345 Main St.  
Anywhere, US 12345  
123.456.7890

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**OBJECTIVE:** To obtain a challenging position in the field of **civil engineering**

**EDUCATION:** *The Citadel*, The Military College of South Carolina  
B.S. in **Civil Engineering**, May 2010  
GPA In Major:   /4.00 Cumulative:   /4.00  
**Passed the E.I.T. taken in October of 2009**

**EXPERIENCE:** *Student Chapter President:* The Citadel ASCE Student Chapter, 1/09 – 5/10

- Guided Student Chapter to 3<sup>rd</sup> place finish at 2010 Carolina's Conference
- Conducted monthly technical meetings to educate members on current engineering topics
- Published 2009 Annual Report reviewing Chapter activities and projects

*Volunteer:* East Cooper River Habitat for Humanity, SC 11/09 – Present  
Pinellas Habitat for Humanity, Clearwater, FL 10/03 – 3/05

- Coordinated The Citadel Students in the construction of three homes
- Gained valuable experience through working with others

*Construction Estimator:* Baker Concrete Construction Inc., Cincinnati, OH Summer 2009

- Involved with bid proposals for structural concrete construction
- Participated in concrete formwork, placement, and finishing

*Engineering Intern:* Greeley and Hansen, Tampa, FL, Summer 2008

- Assisted in preliminary design of potable water pipelines
- Analyzed flow capacities of water and wastewater treatment plants

*Host:* Rio Bravo Cantina, Clearwater, FL, 5/07 – 8/08  
*Refurbishing Specialist:* Datex, Oldsmar, FL, 3/05 – 9/05

**COMPUTER LITERACY:**

Windows 2000	AutoCAD 14/2000	MS DOS
Excel	Power Point	Mathcad 2000
MS Word	Word Perfect 6.1	Arcview GIS
Timberline	Sable	

**HONORS & ACTIVITIES:**

CE Student Advisory Committee	The Citadel Baseball Team
Civil Engineering Tutor	The Citadel Rugby Team
COL LeTellier Award (Highest GPA in Civil Engineering)	
AISC National Steel Bridge Competition, Anchorage, AK 2008	
Tau Beta Pi (National Engineering Honor Society) -Vice President	
Phi Kappa Phi (National Academic Honor Society)	
Southern Conference Athletic-Academic Honor Roll	
George White Award (Outstanding Achievement in Civil Engineering)	

**INTERESTS:** Avid fan of the outdoors: golf, baseball, fishing and physical fitness

*Academic Portfolio and References Available Upon Request.*

# Blake B. Citadel

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Charleston, SC 29409  
(843) 953-0000

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Permanent Address:

123 State Street  
City, State 00000  
(012) 345-6789

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**OBJECTIVE:** To obtain a position in the field of Civil Engineering

**EDUCATION:** **The Citadel**, The Military College of South Carolina  
**B.S. Civil Engineering** May 2010  
GPA in Major: \_\_\_\_ Cumulative: \_\_\_\_

**COMPUTER SKILLS:** MathCad5/6/7 AutoCadLt/14/2000  
Windows 95/95/NT MS Word MS Excel

**EXPERIENCE:** **Sales Associate:** Cowan ACE Hardware Company  
Conyers, GA, Part-time 2004-2006 Seasonal 2009-2009

- Sold equipment, goods, parts
- Picked up and Delivered equipment
- Provided customer service

**Construction Laborer:** L & W Finch Construction Company  
Conyers, GA, Summer 2007

- Served as crew driver
- Received hands on training
- Assisted in masonry construction, including making concrete, breaking brick, and performing manual labor tasks as needed

**Service Department Porter:** Conyers Honda  
Conyers, GA, Summer 2006

- Assisted service writers with customer service
- Assisted service technicians with small jobs

**HONORS & ACTIVITIES:** 2008-2009 National Defense Transportation Association Scholarship Recipient  
Army ROTC Leadership Program  
American Society of Civil Engineers  
Eagle Scout  
Knights of Columbus Council 6900  
Previous Chancellor, Current Deputy Grand Knight  
Catholic Newman Club Member  
Student Leader: Cadet Corporal

**INTERESTS:** Sports Hiking/Camping Hunting

*References Available Upon Request*