

# Babara Beth Doe

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## Current Address

555 Dorm Avenue  
Manhattan, KS 66506  
555.555.5555

## Permanent Address

555 Anywhere Lane  
Manhattan, KS 66502  
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## OBJECTIVE

To acquire a summer internship in the field of Architectural Engineering.

## EDUCATION

**Kansas State University**, Manhattan, KS Anticipated Graduation Date: May 2012  
Bachelor of Science in Architectural Engineering

**Kansas State at Salina**, Salina, KS Summer 2006  
Summer Softball Program  
*Hours completed: 6*

**Manhattan High School**, Manhattan, KS August 2003-May 2007  
Diploma  
GPA: 4.06

## WORK EXPERIENCE

**Office Assistant, Engineering Experiment Station**, Manhattan, KS May 2007-Present  

- Assist with administrative duties such as filing, running errands, answering telephones, and taking messages
- Establish relations with departmental faculty and staff

**Server, Quizno's Sandwiches**, Manhattan, KS July 2006-March 2007  

- Maintained overall store operations
- Provided customer service by making sandwiches, working with customers, answering telephones and cleaning the store

## VOLUNTEER EXPERIENCE

**Resident Assistant, Meadowlark Retirement Home**, Manhattan, KS Sept. 2005-May 2007  

- Talked with residents, painted fingernails, read out loud, played piano, sang and went on walks
- Acted as a family outside of their own family for stability and fun every weekend

**Parking Attendant, Kansas State Football Parking Staff**, Manhattan, KS Sept. 2006-Nov. 2006  

- Parked cars during home football games
- Directed traffic to appropriate parking areas

**Usher, McCain Auditorium**, Manhattan, KS January 2006-January 2007  

- Helped people find their seats
- Cleaned up after the show

## RELATED COURSEWORK

Two years of AutoCAD

## ACTIVITIES & AWARDS

**Floor President**, Goodnow Hall 5th Floor August 2007-May 2008  
**Vice President**, National Honor Society August 2006-May 2007  
**Co-Chair** of Set Construction for Fall Musical August 2004-November 2004  
Kansas Honor Scholar 2006-2007  
National Honor Society Member-2 Years August 2005-May 2007  
KSU Leadership Scholarship Recipient 2007-2008  
KSU College of Engineering Scholarship Recipient 2007-2008  
Frederick DeNoon Scholarship Recipient 2007-2008  
National Honor Society Scholarship Recipient 2007-2008  
Varsity Softball 2004-2007  
Varsity Tennis 2004-2006  
First United Methodist Church's "Girls of God" Fellowship Group 2004-2007  
Kansas State University's LEAD Program 2007  
Kansas State University's Society of Women Engineers 2007-Present