

# SARAH HEATH

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## EDUCATION

KANSAS STATE UNIVERSITY, Manhattan, KS  
*Bachelor of Science in Computer Science / Concentration in Cybersecurity*

Expected: May 2025  
GPA: 3.75/4.0

## CORE COMPETENCIES

- Java    - Python    - C#    - HTML    - Arduino/C language

## RELEVANT COURSEWORK

- CIS 300 *Data and Program Structures* Fall 2021
- Practiced traversal over a multitude of data structures including stacks, queues, hash tables, recursion, etc.
  - Gained experience with the implementation and algorithms related to said data structures.
  - Obtained greater insight of efficiency, performance, and software maintainability.
- CIS 301 *Logical Foundations of Programming* Fall 2021
- Analyzed logical formalisms used to model and reason computer systems.
  - Mastered propositional and predicate logic, semantics, program verification, mathematical induction, and proof theory; soundness and completeness issues.
- ECE 241 *Introduction to Computer Engineering* Spring 2020
- Programmed on an embedded computer in C language and practiced hardware interfacing.
  - Engineered a solar tracker by employing a servo motor as the final project.
- MATH 510 *Discrete Mathematics* Fall 2022
- Practiced combinatorics and graph theory. Topics included permutations and combinations, the inclusion-exclusion principle, recurrence relations, trees, graph coloring, Eulerian and Hamiltonian circuits, block designs, and Ramsey Theory.

## ADDITIONAL SKILLS

- Exceptional interpersonal and team building skills with an aptitude for building rapport with a diverse range of customers, managers, and colleagues; a talent for problem solving.
- Success multitasking while remaining professional and courteous in fast-paced environments.
- Known for strong work ethic and consistently producing over the top results.

## JOB EXPERIENCE

- KITE'S BAR AND GRILL, Manhattan, KS, *Server* March 2022 - Present
- Attend to customers before, during, and after their meals by helping them place, receive, and pay for their orders.
  - Ensure all food orders are correct and up to customer and restaurant standards.
  - Facilitate the flow of food between various departments (from the kitchen to the floor). Inspect goods, check quality level, compare goods with specifications, and track to-go and delivery orders.
- CAMP HUBBARD, Phoenix, AZ, *Camp Counselor* May 2020 - Aug 2021
- Planned, led, and implemented camp programs for children ages 5 to 14.
  - Provided high-quality educational and recreational opportunities and enjoyable experiences for camp participants.
  - Supervised over 20 campers at a time and ensured their safety, development, growth, skill achievement, and general well-being.
- MACY'S, Phoenix, AZ, *Camp Counselor*, Nov 2020 - Dec 2021
- Greeted customers, solved inquiries, arranged displays, offered information about products, and maintained the store area clean and organized.

## CAMPUS INVOLVEMENT

- Alpha Lambda Mu, *Member*, Theta Iota Chapter, Kansas State University Fall 2021 - Present
- Women in Engineering, *Member*, Kansas State University Fall 2021 - Present

## AWARDS AND HONORS

- Carl R. Ice College of Engineering Dean's List 2021 - 2022
- National Society of Collegiate Scholars Nominee 2022
- Purple & White Scholarship 2021 - 2025
- Carl R. Ice College of Engineering Scholarship 2021 - 2022
- KSU Alumni Association Cactus Cats Scholarship 2021 - 2022

# MELISSA JONES

Manhattan, KS | 785.320.5555 | mjone13@ksu.edu

## EDUCATION

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**Kansas State University**, Manhattan, KS  
Bachelor of Science in Education, Elementary  
Area of Concentration: English  
GPA 3.8/4.0

December 2022

## CLASSROOM EXPERIENCE

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**Bergman Elementary School**, Manhattan, KS

Fall 2022

*Student Teacher, Fifth Grade*

- Supervise and instruct approximately 30 students
- Utilize state standards and district curriculum to plan meaningful lessons, including: high level vocabulary words, poetry, famous diverse authors and effective research methods
- Contribute to professional growth by attending district supported professional development opportunities and observing a variety of teaching styles
- Incorporate new technology into classroom environment, including: Canva, Padlet, and Flipgrid
- Implement classroom management strategies to maintain a productive learning environment
- Instruct a diverse classroom at a Title One school with a SES profile of 34% free and reduced lunches
- Construct a mini reading lesson based on synonyms, antonyms, punctuation and common spelling mistakes
- Produce a successful assignment for *Hatchet* by Paulsen to discuss character development and growth and to encourage reading, writing and strong oral communication

**Oliver Brown Elementary School**, Manhattan, KS

Spring 2022

*Practicum Experience, Fourth Grade*

- Led small groups in discussion of coursework involving history, reading assignments and diverse and international poetry samples
- Taught proper punctuation and grammar rules by creating a “game show” activity that engaged students
- Prepared a 10 day unit on American Midwest history, including: Detroit, the Erie canal, Kansas/local history and famous individuals from the region
- Assessed comprehension of unit lessons through written and oral tests and quizzes; achieved a high percentage of retention

**Amanda Arnold Elementary School**, Manhattan, KS

Fall 2021

*Practicum Experience, Third Grade - Online*

- Collaborated online with teachers and classmates to create 5 lessons for approximately 18 students on math and science, including: adding three digit numbers, roman numerals, place values, the parts of a plant and basic cells
- Demonstrated the parts of a plant by completing proper dissection of a flower before allowing students to work in groups to do the same and create poster presentations on their discoveries
- Helped students come up with science experiments
- Evaluated the importance of “hands on” science activities by observing student’s learning about fossilization

**Lee Elementary School**, Manhattan, KS

Spring 2021

*Early Field Experience, Fourth & Fifth Grade*

- Assisted approximately 25 students with school work in the subjects of reading and math
- Researched historic events for each month and created educational displays for student bulletin board
- Helped with organizing the classroom in areas such as the classroom library, media and supplies
- Graded homework and entered the scores in a written grade book
- Observed a variety of teachers in their classrooms and completed a thorough analysis of different styles observed

## RELATED EXPERIENCE

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### **Personal Tutor/Enrichment Service**, Manhattan, KS

Summer 2020

#### *Online Tutor*

- Created and implemented activities for 5 students involving enrichment and school year transition during pandemic
- Communicated effectively with parents and families about progress
- Managed engaging technology based lessons with lots of interactive activities via zoom
- Utilized Kahoot and Flipgrid to promote successful lessons

### **Camp Kitaki**, Louisville, NE

Summer 2019

#### *Camp Counselor*

- Maintained the health and safety of approximately 20 campers on a variety of field trips and activities, including: hiking, arts and crafts, the performing arts and sports
- Served as a “live-in” counselor for *Eagle’s Nest* lodge; providing curfew enforcement, managing camper cleaning schedules and mediating roommate conflicts
- Certified in CPR, First Aid and First Responder trainings

## PROFESSIONAL ORGANIZATIONS

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- *Member*, Kansas National Education Association Fall 2018 – present
- *Member*, Council for Exceptional Children Fall 2018 – present

## HONORS & ACTIVITIES

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- *Chairperson*, TELEFUND for College of Education Fall 2018
- *Recipient*, James K. Tilley Scholarship Fall 2018
- *Tutor*, Hand in Hand Tutoring Center Spring 2018
- *Volunteer*, Champions Are Readers Fall 2017
- *Volunteer*, Adopt-A-School Fall 2017

## OTHER WORK EXPERIENCE

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- *Barista*, The Coffee Club, Manhattan, KS August 2019 – March 2020
- *Office Assistant*, Sunflower Pool and Patio, Manhattan, KS Summer 2018
- *Sales Associate*, Celebrations Bridal and Formal, Manhattan, KS Summer 2017

# PAMILLA JETMORE

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## EDUCATION

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**Kansas State University**, Manhattan, KS  
Bachelor of Arts in English, Literature emphasis  
Minor: Gender, Women, and Sexuality Studies  
Primary Texts Certificate

May 2019

## RELEVANT COURSEWORK

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### Introduction to Technology, Database, and Spreadsheet

- Increased knowledge of how to effectively and efficiently use Microsoft Office products

### Development of the English Language; British Survey I

- Strengthened command of English syntax, grammar, and punctuation through studying the language from its inception

### British Literature: Chaucer, Spenser, and Milton; American Literature: WWI

- Gathered, organized, and interpreted articles for the entire class for research projects
- Compiled original research and information of little known American poet

### Cultural Studies

- Acquired knowledge of strategies and methods scholars use to better understand inner workings of texts
- Participated in various group projects and became more comfortable voicing opinions and receiving thoughts and ideas of others

## WORK EXPERIENCE

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### Self-Employed

May 2017 – Present

Web Content Editor, Dodge City, KS

- Communicate with client to understand proper content and goals
- Organize and edit existing content
- Write new content in timely manner to meet goals of the website

### Bartender/Assistant Manager

Jan 2016 – Present

Applebee's, Dodge City, KS

- Create a friendly environment for customers by interacting and ensuring their needs are met
- Communicate with 15-20 staff to ensure the restaurant is running efficiently
- Open and close restaurant guaranteeing preparedness for the next shift

### Health New Business Manager

Jun 2013 – Sept 2015

Wiig-Codr Underwriters, Co, Omaha, NE

- Managed a new health business; activated policies and responded to claims promptly
- Retained current business by constantly communicating with agents and clients
- Marketed new products to agents to acquire new business and retain current clients
- Passed Nebraska Health and Life Insurance Exam in July of 2013

### Office Manager

Oct 2012 – May 2013

Shelter Insurance, Julie Darrah-Agent, Manhattan, KS

- Enhanced daily office functions by reorganizing files and procedures to ensure office/agent organization and efficiency
- Managed office for 4 ½ weeks while supervisor was absent

# Sophie Hewitt

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Lenexa, KS 66215

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## EDUCATION

### **Kansas State University**

*Human Development and Family Sciences*

Anticipated: December 2022

GPA: 3.50/4.0

## PROFESSIONAL EXPERIENCE

### **St. Ann's Catholic School**

*Technology Teacher*

August 2022 – Present

Prairie Village, KS

- Create lesson plans and develop new curriculum for kindergarten through sixth grade, making the learning experience unique for each grade level.
- Collaborate with other educators to make sure the curriculum and lessons provided are up to date
- Continually research technologies and educational websites to integrate new materials to fit the institution's educational objectives.

### **Kansas University Cancer Center- Masonic Cancer Alliance**

*Outreach Intern*

May 2022– July 2022

Fairway, KS

- Travel over 6,000 miles and visit over 36 locations to a vast majority of Kansas and Missouri counties to provide the Pool Cool Program, a sun safety and skin cancer prevention programs to pools and aquatic staff. This requires to stay up to date and establish a high level of skincare knowledge and overall health insight.
- Coordinate and arrange media interviews with various towns to give the Pool Cool Program exposure.
- Developed and implemented the @Pool\_Cool2022 Instagram for the duration of the summer to promote the program.

### **Kansas State University**

*Undergraduate Grading Teaching Assistant*

August 2020 – May 2022

Manhattan, KS

- Graded for over 4 professors within the university and graded over 1,000+ papers over the course of 2 years.
- Answered students' emails and concerns with questions about assignments and grading concerns in a timely manner.
- Time managed grading multiple courses and upwards of 400+ students at one time.

## RESEARCH EXPERIENCE

### **Kansas State University**

*Undergraduate Research Assistant*

October 2021 – February 2022

Manhattan, KS

- Focused on rural women's health and healthcare assistance programs by observing healthcare data.
- Compiled relevant, useful, and supplementary research for Dr. Bradford Wiles and master's student Adelaide Klutse.

## LEADERSHIP & INVOLVEMENT

### **Alpha Xi Delta Sorority**

*Parental Relations Director*

October 2021– October 2022

- Set up and coordinated events with parents within the chapter
- 5+ hours of community service each semester

## SKILLS AND STRENGTHS

- **Software:** Microsoft Office (Word, PowerPoint, Excel, Outlook, SharePoint), Google Workspace (Docs, Slides, Sheets, Gmail, Drive)

# Hannah DeMarco

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## EDUCATION

**Kansas State University**, Manhattan, KS  
Bachelor of Science in Business Administration  
Major: Marketing; Minor: Leadership Studies

Expected Graduation August 2020  
GPA: 3.7/4.0

**University of Westminster**, London, England  
Coursework Completed: Business Communications, Marketing in Everyday Life

Summer 2018

## EXPERIENCE

**ONEOK (Kansas Gas Service)**, Overland Park, KS  
*Business Development Intern*

May 2018 - August 2018

- Researched, drafted and mailed marketing letters to raise awareness of the benefits of natural gas for potential and current residential customers, and to help build relationships with builders and developers
- Developed several potential website recommendations to better educate website visitors on benefits of natural gas
- Attended multiple meetings and conferences to gain experience and knowledge of many aspects of the company, including economic development, Home Builder Association and Midwest Region Alternative Fuels Project Meeting
- Accompanied reps on customer calls concerning rate increase, expansion project and a future CNG station
- Mastered and presented a demo-training course on a new pipeline management system being implemented and updated instructions to include detailed screen-shot directions

**Career Center**, Manhattan, KS  
*Paraprofessional*

August 2017 - August 2019

- Create advertisements and arrangements for the sandwich boards located outside the office
- Called part-time employers in the community to reconnect with them to post jobs and hire students

**Alpha Kappa Psi**, Co-Ed Business Fraternity, Kansas State University  
*Fundraising Co-Chair*

August 2016 - May 2019

- Organized successful fundraising events such as a sand volleyball tournament (raised \$350) and Telefund (raised \$800)
- Created and implemented new fundraising events such as selling personalized CBA water bottles to students and faculty (raised \$654) and pizza deal cards sponsored by four local pizza stores (raised \$455)

*Vice President of Alumni Relations*

- Established a digitalized copy of all previous files and data onto a flash drive for future members who hold the position
- Coordinated successful events with alumni such as a Royals baseball tailgate and K-State football tailgate

**Marketing Business Tour**, College of Business, Kansas State University  
*Participant*

January 2019

- Participated in faculty-led study tour of Chile and Argentina with 13 other K-State students
- Gained knowledge of emerging markets and business protocol in industries including retail, finance, wine, and aerosol cans
- Enhanced intercultural awareness by conversing with locals and exploring malls and markets

**Great Bend Regional Hospital**, Great Bend, KS  
*ER Receptionist*

June 2016 - August 2018

- Registered, admitted, and discharged patients successfully maintaining client confidentiality
- Calmly handled emergencies and simple questions presented by patients over the phone or in person

*Human Resource Director Assistant*

June 2015 - August 2016

- Designed and managed the internal website for hospital employees with a website editor
- Created employee database in Excel to input all of the personal and confidential employee data
- Helped hire approximately 100 new employees and assembled employee files

## CAMPUS INVOLVEMENT

- **Beta Gamma Sigma**, *Member*, Kansas State University Spring 2018 – Present
- **Study Abroad Advocates**, *Member*, Kansas State University Fall 2018 - Present
- **Golden Key Honorary Society**, *Member*, Kansas State University Fall 2017 – Present
- **Sigma Alpha Lambda Leadership and Honorary Society**, *Member*, Kansas State University Fall 2017 – Present
- **Phi Eta Sigma Honorary Society**, *Member*, Kansas State University Spring 2017 - Present
- **Marketing Club**, *Member*, Kansas State University Fall 2016 - Present

## HONORS & AWARDS

- **Alpha Kappa Psi All-Academic Team**, *Recipient*, Kansas State University Fall 2018
- **Dean's Choice Scholarship**, *Recipient*, Kansas State University Fall 2016, Fall 2017, Fall 2018
- **Larry Kendall Scholarship**, *Recipient*, Kansas State University Summer 2017, Spring 2018
- **Rebecca Tribble Scholarship**, *Recipient*, Kansas State University Spring 2018
- **Dean's List**, *Recipient*, Kansas State University Fall 2016, Fall 2017, Fall 2018
- **National Society of Collegiate Scholars**, *Recipient*, Kansas State University Spring 2017

# Mitchell Smith

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Manhattan, KS | 785-532-6506 | wwildcat@ksu.edu | linkedin.com/in/yournamehere/

## Education

**Bachelor of Science in Mechanical Engineering**  
Kansas State University | Manhattan, KS

**Expected Graduation: December 2025**  
**3.2 GPA**

## Relevant Experience

**Process Engineering Intern | Vishay Intertechnology, Inc. | Columbus, NE** **Summer 2022**

- Designed and conducted experiments that led to a 40%-time reduction in the resistor coating process
- Used SolidWorks to design tooling to help with manufacturing and experimenting
- Utilized PowerPoint to present results of experiments and recommendations to engineers and operators
- Employed Minitab to manage and analyze data from coating experiments
- Coordinated with engineers and operators to implement changes to the resistor coating procedure
- Communicated with operators to find areas in the manufacturing process that needed improvement

**Intermediate Topics in Solid Mechanics and Machine Design** **Spring 2021**

- Designed D&D map for RPG games, using SOLIDWORKS
- Rendered objects in two or three dimensional views
- Recreated designs in SOLIDWORKS after viewing sample design and assemblies

**Battle Bots Team | K-State Robotics Competition Team** **Fall 2019-Present**

- Design and run FEA simulations on parts of the robot using SolidWorks
- Research potential designs and equipment to enhance the performance of the robot
- Contribute to the building, testing, and repairing of the robot before, during, and after the competition

**Corresponding Secretary | Tau Beta Pi** **Spring 2020-Present**

- Provide input and collaborate with other members at the meetings
- Help members with community service projects like cleaning up highways

## Senior Design Projects

**3-Point Bend Test Fixture** **Fall 2021-Present**

- Research and analyze potential designs and manufacturing methods that include ....
- Work on a design team of five to build an adjustable three-point bend test fixture for individual ceramic fibers

**Thermoelectric Mini Fridge** **Spring 2021**

- Collaborated with a five-person team to design and build a thermoelectric mini fridge using SolidWorks
- Wrote a report detailing the manufacturing process for mass-producing our design

## Technical Skills

- SQL
- CPLEX
- Tableau
- Minitab
- HTML
- Python
- Simio
- Matillion
- AtScale
- GitHub

## Honors & Activities

- **Dean's List** **Fall 2018 - Present**
- **Houston Wildcats Scholarship Recipient** **2018 - Present**
- **Engineers Without Borders Club, Member** – Kansas State University **2017 - 2020**
- **Engineering Open House, Volunteer** – Kansas State University **April 2018**

# Kennedy James

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## Education

**Kansas State University**, Manhattan, KS  
Bachelor of Arts in Modern Languages, Spanish  
Bachelor of Arts in History  
Secondary Major: International Studies

May 2019  
Cumulative GPA: 3.67

## Leadership Experience

Captain, Kansas State University Track and Field Team

August 2017 – May 2018

- Acted as a correspondent between the coaching staff and the student-athletes
- Developed relationships with teammates and served as a role model for younger students
- Encouraged teammates to participate in community events and support other athletic teams

Member, Student-Athlete Advisory Committee

August 2017 – December 2018

- Elected by coaching staff to represent the Track and Field team
- Assisted in organization of community service opportunities for all Kansas State student-athletes
- Communicated education opportunities and resources to student-athletes
- Served as a liaison between the athletic department and student-athletes
- Analyzed potential problems or misunderstandings between student-athletes and the athletic department and helped create solutions

## Skills

Teamwork

- Worked with people from different backgrounds and nationalities through academics and athletics
- Collaborated with teammates, the athletic department, and the coaching staff to provide the best possible student-athlete experience

Communication

- Promoted potential community service and educational activities for student-athletes
- Helped coaches recruit new athletes by answering questions and promoting the university

Work Ethic

- Maintained high academic standards while devoting several hours a day to athletics
- Worked to achieve goals, as well as the goals of the track team and athletic department

## Awards and Activities

Phi Beta Kappa Academic Honor Society

2016 – Present

Kansas State Track and Field Team

2015 – Present

Academic All-American

2017

Dr. Gerald Lage Academic Achievement Award

2017

All-Big 12 Athlete Indoor Track and Field

2016, 2017

First Team Academic All-Big 12

2015, 2016

Big 12 Commissioner's Honor Roll

2015-2017

Big 12 Athlete of the Week

February 2017



# Susan Smith

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## EDUCATION

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**Kansas State University** | Manhattan, KS

*Bachelor of Science in Agriculture*

May 2025

Major: Animal Sciences & Industry, Pre-Vet Option

## RELATED EXPERIENCE

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**T. Russell Reitz Animal Shelter** | Manhattan, KS

Aug. 2021 – Present

*Volunteer*

- Interact with dogs and cats to provide exercise and socialization
- Maintain cleanliness of kennels

**Blue Hills Animal Hospital** | Manhattan, KS

May – Aug. 2021

*Veterinary Assistant*

- Demonstrated attention to detail and strong customer service orientation while routinely scheduling over 75 appointments a week
- Assisted with diagnostic imaging and surgeries, monitored animals post-operatively
- Collected and prepared laboratory samples
- Utilized appropriate handling techniques for dogs and cats during exams and procedures
- Maintained sanitation standards in kennels and exam rooms

## ADDITIONAL WORK EXPERIENCE

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**Kansas State Athletics** | Manhattan, KS

Aug. 2021– Present

*Event Staff*

- Provide customer service, demonstrate attention to detail and monitor safety while assisting football game patrons

**Dillons** | Manhattan, KS

May – Aug. 2021

*Clerk*

- Recognized as “employee of the month” for providing exceptional customer service

## ACTIVITIES

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**Pre-Vet Club**

*Member*

Aug. 2021 – Present

**Minorities in Agriculture, Natural Resources & Related Sciences (MANRRS)**

*Member*

Aug. 2021 – Present

# Riley Robbins

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## Education

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Kansas State University, Manhattan, KS

**Bachelor of Science in Life Sciences**

Pre-Health

May 2024

GPA: 3.51

## Experience

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### **Kansas State Athletics, Rowing Student Athlete**

**Aug. 2021 - Present**

- Elected by teammates to serve as team captain for the 2023-2024 season
- Dedicate 20+ hours a week to athletic demands while maintaining a full time course load
- Develop communication skills on a diverse team that lead to conquering a common goal
- Handle constructive criticism in an effective manner to pursue betterment of self and team
- Establish strong consistent work ethic on and off the water coaches and teammates could count on
- Display perseverance by committing to the unique obstacles each season holds

### **Kansas State Athletics - Leadership Academy Participant**

**Aug. 2021 - Present**

- Nominated by the coaching staff based on having a high potential to influence and lead
- Enhance leadership skills by learning to collaborate with different groups, and diffuse situations for a more effective work environment
- Gain skills to develop, practice, and teach leadership skills on the team, and in the community

### **Student Athlete Advisory Committee**

**Aug. 2022 - Present**

Serve as a liaison between student athletes and the athletic department

- Participate in passing regulations and policies that affect the well-being of fellow student athletes
- Collaborate to increase campus and community involvement across the athletic department
- Assist on the Power Cat Choice Awards board in which we plan an end of the year function to recognize the achievements of fellow athletes and coaches

### **Special Olympics Sports Clinic - Team Leader**

**April 2021**

- Facilitated 100 Special Olympians through the various stations and ensured their comfort

## Honors and Awards

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4-Time Big 12 Commissioners Honor Roll

All-Big 12 Rowing Team

Conference USA Commissioners Honor Roll

**2022 - 2023**

**2022 - 2023**

## Community Activities

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### **T. Russell Reitz Animal Shelter**

**January 2023 - Present**

- Provide socialization and care for shelter animals
- Aide public visitors in finding the perfect addition to their family

### **Cats-4-Cans**

**2013 - 2017**

- Collected cans and money donations for the Flint Hills Breadbasket

### **Special Olympics Sports Clinic**

**2013 - 2015**

- Set-up an athletics course for 100 Olympians to participate in

### **Cats in the Classroom**

**Fall 2021, Fall 2022**

- Participated in an elementary school class room, assisting with class work and playing at recess

### **Adopt-A-Family**

**2021 - 2022**

- Contribute to providing gifts for a local family in need during the holiday season

### **Tip off for Tepee**

**Fall 2022**

- Collected paper goods and money for the Manhattan Emergency Shelter

### **Camp Eagle Counselor, Solomon Ks**

**Summer 2021**

- Monitored a cabin of girls and lead them through the days, as well as helping the rest of the campers in daily activities.

## Certificates

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• First Aid/CPR/AED Certified

• Certified Nursing Aid

**2022**

**2020**