

Sabrina D. Spartan

s.spartan@nsu.edu

Permanent Address

143 Tabb Drive
Gainesville, FL 32608
(352) 555-1111

Current Address

700 Park Avenue
Norfolk, VA 23504
(757) 555-7000

OBJECTIVE

To obtain an internship in the area of management utilizing organizational abilities, and strong interpersonal skills.

EDUCATION

Bachelor of Science in Business Administration

May 2009

Norfolk State University

Major(s): Business Management/Mathematics

GPA: 3.57/4.0

EXPERIENCE

STOP Organization, Norfolk Virginia

August 2006 to present

Lead Teacher

- Design and implement developmentally appropriate activities
- Create monthly lesson plans for SOL testing in mathematics
- Manage a classroom of 20 three to five year olds and one assistant

Yankee Commodity Foods, Inc., Virginia Beach, Virginia

Summer 2006

Marketing/Sales Intern

- Purchased large amounts merchandise for the store
- Prepared arrangements for product to be sold to state, government and local merchants
- Efficiently managed logistics and records management from initial contact to point of sales

LEADERSHIP

Delta Sigma Theta, Inc., Norfolk State University

April 2005 to present

Membership/Finance Chair

- Organized and supervised work of 10 committees
- Allocated annual budget exceeding \$25,000 for sorority
- Increased membership by 10% during tenure

Student Government, Norfolk State University

August 2004 to May 2005

Student Senator

- Allocated funds for various student organizations
- Governed major issues and concerns of student body

COMPUTER SKILLS

Microsoft Office 2003, Microsoft Excel, Access, PowerPoint, Word

HONORS

Norfolk State University Dean's List

Captain of Intramural Basketball Team

Who's Who Among American College Scholars (2003)

Dozoretz National Institute for Mathematics and Applied Science Scholar (DNIMAS)

REFERENCES

Available upon request

Curtis Joseph Echols
1313 Montgomery Road
Norfolk, Virginia 23504
(757) 555-7000
czechols@nsu.edu

OBJECTIVE

To obtain an educational and enriching position in the field of Optical Engineering

EDUCATION

Bachelor of Science May 2009
Norfolk State University, Norfolk, VA
Major: Optical Engineering G.P.A: 3.3/4.0

WORK EXPERIENCE

Air Force Research Laboratory, Edwards, California Summer 2007
Laboratory Student Engineer

- Tested thermal diffusivity and conductivity of materials
- Molded and cured various polymer samples

Copeland Industries, Norfolk, Virginia August 2006 – May 2007
Laser Laboratory Assistant

- Assisted in the design of optical laboratories
- Tested optical instruments for federal and state laboratories

LEADERSHIP EXPERIENCE

Alpha Phi Omega January 2005- present

- National co-ed service fraternity
- Serve as student ambassador

Kappa Kappa Psi April 2005- present

- Nationally recognized band fraternity
- Assist the music program and band director

RELATED SKILLS

Argon-Ion, Laser, Helium-Neon Laser, Newport 818 L Photodetectors, Spiricon Beam Analyzer 300PC, 1930C Newport Power Meter, Quartz Beam Attenuator, Gaussian Beam Profiles, Bragg Gratings, and Single and Multimode Optical Fiber

ACTIVITIES

United Way, American Cancer Society, Salvation Army, and Saunders Society for the Mentally Disabled

REFERENCES

Available upon request