

# John Doe

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## OBJECTIVE

To obtain an Internship/Semester-long Co-op position within the MIS field

## EDUCATION

Michigan Technological University  
**BS Management Information Systems**  
**BS Accounting**  
GPA: 3.27

Houghton, MI  
**Expected 2018**  
**Expected 2018**

## INTERNSHIP EXPERIENCE

DOW Chemical Company  
**Information Systems Intern**

Midland, MI  
Summer 2014

- Performed indepth data analysis on DOW Latin America to identify patterns in spend data
- Designed and developed tools to automate Data analysis processes to analyze company spending in Latin America, using SQL and Visual Basic
- Implemented up-to-date SAP system in Latin America in collaboration with Data Readiness teams in Milestone 2
- Developed formal presentation and orally presented data findings to DOW IS directors and CIO, Dave Keplar

Michigan Tech University Internal Audit  
**Student Auditor**

Houghton, MI  
May – Dec 2013

- Determined in-place inventory measurement accuracy by manual inventory observation and test counts
- Identified guideline compliance of university issued purchasing cards by taking representative samples and providing manual checks and balances
- Imported documents from university motor pool using SQL and MS Access to generate a up-to-date data base for university auditor
- Worked with regional accounting firm Rehmann Robson with accounts payable GAAP compliance, while also assisting in sample testing

## COMPUTER SKILLS

Java • SQL • Visual Basic • MS Access • Excel • Word • Power Point

## VARSITY ATHLETIC EXPERIENCE

Michigan Tech University Varsity Cross Country/Track and Field **2 Year Letter Winner**

- 2-semester daily practice commitment
- Balanced 3 hour daily practice and bi-weekly race travel with full-class schedule
- Studied, learned, and executed numerous race strategies and systems
- Learned and practiced troubleshooting and problem solving techniques in high stress, real-time competition environment

***Developed teamwork, communication skills, time management/prioritizing skills, competitive character, highly disciplined work ethic, and performance excellence***

## LEADERSHIP

- Treasurer, Michigan Tech University Indoor Track Club
- Head Chairperson, Fundraising, Michigan Tech Cross Country/Track and Field

## WORK HISTORY

Michigan Technological University  
**Student Custodian** (average 10-15 hours weekly)

Houghton, MI  
Summer 2011 - 2013

Ambassador Restaurant  
**Waiter** (average 7-10 hours weekly)

Houghton, MI  
Nov 2010 – Dec 2011