

Susan Smith

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Qualifications Profile

Leadership

- Collaborated with store floor manager to direct project and personnel for a company cleanup project
- Team leader for landscape construction company which included identifying and delegating tasks to meet project goals
- Supervised over 100 students as a resident assistant, working with other members of the team to enforce community living standards and develop and implement educational programming for students on campus
- Liaison between college administrators and student groups who provided critical information during decision making processes

Customer and Community Service

- Provided detailed information to prospective students and other community members on over 40 academic programs and other collegiate concerns as an admissions ambassador
- Applied experience and knowledge of campus life to presentations for incoming students as a student mentor
- Organized and distributed information from student government meetings to the campus community as a Senator and Secretary of ASRMC
- Provided information and concerns from the students and their organizations to the Building and Grounds Committee of the Board of Trustees

Computer Skills

- Proficient in Word Perfect, Word, Works, Paradox, and Quicken
- Published internet pages using HTML, FTP, Netscape Communicator and Front Page

Education **Bachelor of Arts**, Rocky Mountain College Billings, MT
Major: Philosophy and Religious Thought
Minor: Geology

Professional Experience
Aug. 1998 – May 1999 **Rocky Mountain College** Billings, MT
Resident Assistant
Provided excellent individual and group assistance to college students on educational, social, spiritual, and recreational concerns. Supervised living unit of over 100 residents

Aug. 1997 – May 1998 **Rocky Mountain College** Billings, MT
Student Relations Advisor
Liaison between student organizations and college administration providing information for decision making and developing better campus communication networks. Provided information in various media including newsletters, large group presentations and email communication.

Other Work Experience
Nov. 1999-Present **Corner Drug Store** Pullman, WA
Maintenance Clerk
May 1999-Nov. /99 **Moscow Landscape** Pullman, WA
Landscape laborer, crew team-lead
Summers 97, 98 **Rocky Mountain College** Billings, MT
Groundskeeper.

Honors/Activities

- *ASRMC, (Student Government), Senator and Secretary * Building and Grounds Committee
- *Vocal scholarship * RMC Alumni Scholarship * RMC Student Ambassadors * Student Mentor

References Available Upon Request

Jack Spratt

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222 22nd Ave.
Billings, MT 59108

OBJECTIVE

To obtain an animal caretaker position with Zoo Montana which would utilize previous experience and provide additional opportunities for professional growth as I pursue my career goals in animal medicine.

HIGHLIGHTS OF QUALIFICATIONS

- Animal handling experience, including: turtle, iguana, Burmese python, wallaby, mice, rats, hamster, rabbit, guinea pig, dog, cat, horse, cow;
- Horsemanship skills: experienced rider, trainer and instructor;
- Advanced reproduction: hands-on experience with emphasis on breeding, birthing and care of cows and horses at Shiloh Veterinary Clinic;
- Equine Nutrition education;
- More than four years of experience educating clients and the public on a variety of issues pertaining to animal health and general care.

EDUCATION

Bachelor of Arts, ROCKY MOUNTAIN COLLEGE, Billings, MT
Expected: May 2005
Major: Biology Major: Equine Studies
GPA: 4.00

RELATED EXPERIENCE

2000-present **Veterinary Assistant**, ANIMAL LODGE, Laurel, MT
Provide support and assistance to veterinarians during animal evaluations and surgical procedures

1999 **Riding Instructor**, RIDEM' COWBOY RANCH, Cheyenne, WY
Instruct youth ages 8-12 on riding techniques, animal care and proper horsemanship

1997-1998 **Wrangler**, FLYING 'G' RANCH, Silesia, CO

OTHER WORK EXPERIENCE

1997-present **Office Assistant**, Dean of Students, ROCKY MOUNTAIN COLLEGE Billings, MT
1999-2000 **Janitor**, Physical Plant, ROCKY MOUNTAIN COLLEGE Billings, MT

HONORS & ACTIVITIES

- Dean's List, Rocky Mountain College (outstanding academic achievement)
- Equestrian Show judge, Rocky Mountain College
- Equine Club member, Rocky Mountain College
- Biology Department mentor, Rocky Mountain College
- Equine Reproduction course tutor, Rocky Mountain College

REFERENCES

Outstanding personal and professional references furnished upon request.

Edward Louis

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OBJECTIVE To obtain the position of Marketing Assistant at Rocky Mountain College

EDUCATION

Bachelor of Science, Business Management

ROCKY MOUNTAIN COLLEGE

Billings, MT

Anticipated: December 2004

GPA: 3.8 (on 4.0 scale)

WORK EXPERIENCE

Mailroom Assistant

Rocky Mountain College

Fall 2002-Present

Billings, MT

- Maintain excellent customer service skills by assisting the needs of the customers
- Understand the processes and procedures of the US Mail
- Sort, deliver and send parcels and packages
- Handle money on a daily basis
- Assist in the purchasing and inventory of college office supplies

Welding Assistant

We Weld, Inc.

Summer 2003

Baker, MT

- Assisted in the development of new customers
- Maintained accounting records for the small business

Resident Assistant

Rocky Mountain College

2001-2002

Billings, MT

- Supervised 20 students on one floor: enforced college policies, implemented programming activities, and counseled students
- Involved students in student life activities and provided leadership in the residence halls

OTHER EXPERIENCE

Laborer, Sanchez Unloading Service, Billings, MT, Summer 2002

Deliveryman/Shop Assistant, Coca-Cola, Glendive, MT, Summer 2001

Night Monitor, Rocky Mountain College, Billings, MT, 2000-2001

ACTIVITIES & AWARDS

- **Students in Free Enterprise (SIFE) Club, Rocky Mountain College, 2002-present**
- **NAIA Football, Rocky Mountain College, 2001-present**
 - Starter 2001-Present; Captain 2003
 - Academic All Conference: 2001-2003
- **Investment Club, Rocky Mountain College, 2003**

REFERENCES

Outstanding professional references available upon request.