

# BILL E. BISON

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## OBJECTIVE

To obtain a part-time job with the NDSU Bookstore for the fall 2019 semester.

## EDUCATION

### North Dakota State University

Bachelor of Science degree in Marketing, Minor: English  
GPA: 3.3/4.0, Dean's List (one semester)

Fargo, ND

Anticipated Graduation May 2021

## EXPERIENCE

### Two Stones Bison Ranch

Farm Hand/Laborer

Thompson, ND

March 2014 – Present

- Successfully plan meals and activities for 80 participants during annual branding and vaccination weekend
- Demonstrate adaptability by assisting with various daily tasks on the ranch including: feeding, branding, tagging the herd, and general upkeep of facilities and machinery
- Maintain ranch ledger and assist with payments and accounts receivable ensuring 100% on time payments

## LEADERSHIP AND INVOLVEMENT

### NDSU Residence Hall Government

Floor Representative, Reed Hall

Fargo, ND

Aug. 2017 – Present

- Develop presentation and verbal communication skills by facilitating floor meetings and educational workshops to ensure all constituents' voices are heard at hall-wide meetings
- Enhance personal leadership skills by attending the University President's 2018 Student Leadership Camp

### Nokomis Childcare Center

Volunteer

Fargo, ND

Aug. 2016 – June 2017

- Energetically read to toddlers for two hours per week during the academic year
- Organized Read-A-Thon book donation/redistribution event involving four local elementary schools

### Red River High School Student Council

Senior Class President

Badlands, ND

May 2015 – May 2016

- Represented 300+ students during meetings with school administrators and by collaborating with community partners to facilitate events such as donation drives and pep rallies
- Demonstrated organizational skills by chairing a 13-member prom planning committee

## RECOGNITION AND HONORS

### Badlands Kiwanis Book Scholarship

- Awarded for efforts to improve toddler literacy

May 2017

### Red River High School Student of the Year

- Selected by peers for outstanding support and dedication to student body

June 2016

## COMPUTER PROFICIENCY

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook

# JORDAN NGUYEN

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## EDUCATION

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NORTH DAKOTA STATE UNIVERSITY (NDSU) Anticipated Graduation May 2019  
Fargo, ND  
*Bachelor of Science, Women and Gender Studies*

ALEXANDRIA TECHNICAL COLLEGE May 2017  
Alexandria, MN  
*Associate of Science, Early Childhood Education*

## SKILLS AND QUALIFICATIONS

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### Data Entry/Management:

- Demonstrate attention to detail when reviewing client application forms and when assisting clients with completing documentation
- Experience with successful data entry in 2+ data management systems
- Conduct data entry in a professional manner by maintaining data privacy standards and ensuring documents are appropriately stored/secured

### Interpersonal:

- Manage and collaborate with peers to ensure all customers and clients receive adequate, well-rounded, person-centered care
- Enhance verbal and written communication skills by documenting client interaction case notes and providing progress reports to supervision
- Provide exceptional customer service in crisis situations and able to de-escalate through active listening and conflict resolution tactics

### Additional Training:

- ASIST Suicide Prevention Training, Firstlink Jan. 2019
- Through coursework, studied various theories regarding Adverse Childhood Experiences, interpersonal conflicts, and effects of domestic violence

## EXPERIENCE

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Lakes and Prairies Community Action in Moorhead, MN, Advocacy Intern Dec. 2018 – Present  
Okie Dokie's Childcare Center in Fargo, ND, Childcare Provider Aug. 2017 – Present  
Lola's Grill and Bar in Alexandria, MN, Server and Manager April 2018 – Aug. 2018  
Sweet Pea's Nursery in Rochester, MN, Landscaping Assistant May 2015 – Aug. 2015

## VOLUNTEER EXPERIENCE AND HONORS

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Women's Activist Organization (WAO) NDSU, Member Nov. 2017 – Present

- Volunteered at local women's shelter by organizing donations and assisting shelter residents with moving into their own housing units

Loveland Scholarship Recipient May 2018

- Based essay on dedication to a future in public service and leadership involvements at NDSU

# JENNIFER SMITH

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## OBJECTIVE

To obtain a full-time Electrical Engineer position at Vei Global engineering.

## EDUCATION

BS Electrical Engineering, North Dakota State University, Fargo, ND, May 20XX

- Passed the Fundamentals of Engineering (FE) exam
- Finishing degree from an ABET-accredited program
- Authorized to work permanently in the U.S.

## EXPERIENCE

May 20XX – Present

**Systems Engineering Intern**, John Deere Electronic Solutions, Fargo, ND

- Expertly benchmarked 15 control units to find improvement opportunities in current controllers used in gas engines, transmissions, power distribution systems and implement controls
- Calculated reliability data for safety in eight new products subjected to severe heat, extreme cold, harsh chemical vapors and direct exposure to water, dirt, dust and rock
- Partnered with technicians to recommend design alterations boosting reliability rate by 7 percent

Oct 20XX – May 20XX

**Electronic Design Engineering Intern**, Moore Engineering, West Fargo, ND

- Support 3rd party developers and start-up firms by providing technical support and direction
- Use innovative problem solving to devise courses of action for development of new techniques to refashion existing processes increasing efficiency by 12 percent
- Performed bench testing to determine circuit faults, identified types of faults, explored root causes and prepared reports concerning future direction of projects

May 20XX – Aug 20XX

**Electronic Engineering Intern**, Great River Energy, Park Rapids, MN

Great River Energy is a not-for-profit electrical cooperative serving more than 695 thousand customers.

- Configured and wired hardware to support relay testing and training
- Meticulously modified software in C to improve model fidelity for technician training
- Supported Project Appropriation Requests, to include initiating environmental and safety reviews

## TECHNICAL SKILLS

- Advanced skills in MATLAB, Simulink, MathCAD, Excel, Word, PowerPoint
- Intermediate skills in C programming, VBA, Access