**Caroline W. Sample**

Phone | Professional Email | City, State  
LinkedIn URL

EDUCATION

**West Virginia University** – Morgantown, WV May 20XX

John Chambers College of Business & Economics 4.0 GPA

**Master of Business Administration**

Benjamin M. Statler College of Engineering & Mineral Resources May 20XX

**Bachelor of Science in Industrial Engineering** 3.75 GPA

technical Skills

**Programs:** AutoCAD, Data/Financial Modeling, R, Python, SQL, C++, EViews, DB2

**Software:** Microsoft Office (Word, Excel, PowerPoint)

**Languages:** Fluent in German

PROFESSIONAL EXPERIENCE

**System Engineering** May 20XX – August 20XX**U.S. Steel** – Pittsburgh, PA

* Increased equipment data reliability by 18% by researching manuals and redesigning the workflow.
* Improved maintenance operational efficiency by 12% by developing strategic work plans that included equipment component replacements and vital electrical system upgrades.
* Optimized operational efficiency by evaluating layouts and logistical sequences for 15 weekly jobs.
* Produced detailed timeline spreadsheets and procedure documents developed with primary input of Maintenance Planners and Managers

**Facilities and Planning Specialist**May 20XX – August 20XX**FedEx** – Pittsburgh, PA

* Insert details regarding the position, including the business impact you made
* Use the STAR (Situation, Task, Action, and Result) Method to craft bullets

**Industrial Engineering Co-Op**May 20XX – December 20XX**Honda** – Cleveland, OH

* Insert details regarding the position, including the business impact you made
* Use the STAR (Situation, Task, Action, and Result) Method to craft bullets

CONSULTING PROJECTS

**Project Name** May 20XX – May 20XX

Client: Business/ Client Name

* Scope of project and deliverable goals
* What specific actions did you take, what technology did you use, etc.?

EXTRACURRICULAR ACTIVITIES

**Engineers Without Borders,** WVU Chapter August 20XX – Current

* Coordinated 5K run with 200 participants and raised $4,500