

GEOLOGY RESUME

JORDAN TOPPER

Mary Ward Hall, Rm. 210
San Francisco State University
San Francisco, CA 94132
(415) 555-1222

732 Van Ness Avenue
San Francisco, CA 94132
(415) 555-1099

OBJECTIVE

An entry-level database management position in an environment engineering firm that allows me to show my initiative and my knowledge of geology and computer science.

CAPABILITIES

- Research Methods and Design
- Surveying
- Drafting
- Photography
- Computer Science
- Strong People Skills

SELECTED ACCOMPLISHMENTS

Database Manager: Through a college work-study program, achieved three years of progressively more challenging duties in the general library at San Francisco State University in San Francisco, California. Helped design and implement a new database for cataloging and storing departmental research material and instructed department staff in its use. Worked with PC hardware and a variety of software.

Problem Solver: Worked in the university's admissions office, debugging a program to keep track of new student applications.

Team Player: Collaborated with coworkers and professionals in other university departments, including the geology and physics departments.

AWARDS

Graduated with honors in geology

EMPLOYMENT HISTORY

Student Assistant
Leonard Library
San Francisco State University, San Francisco, CA 20XX-20XX

EDUCATION

Bachelor of Science in Geology
Minor: Computer Science
San Francisco State University, San Francisco, CA
May 20XX

REFERENCES

Provided upon Request

