**George L. Washington**

[GWashington@crimson.ua.edu](mailto:GWashington@crimson.ua.edu)

205-555-1234

**EDUCATION Bachelor of Science in Commerce and Business Administration,** May 20xx

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL

Major: Operations Management Minor: XXXX Specialization: XXXX

GPA: 3.46/4.0 MAJOR GPA: 3.4/4.0

Dean’s List, President’s List, University Honors College

**COMPUTER SKILLS Statistical/Production Software:** Minitab, ProModel, STORM, Lekin, MS Excel SOLVER

**Business Tools:** Microsoft Office Suite and Outlook

**Languages:** Visual Basic, C++, Pascal, Fortran, HTML, Java

**PROJECT WORK Production Planning and Control (OM 321)**

*Spring 20xx Project Management*, The University of Alabama, Tuscaloosa, AL

* Utilized Microsoft Project to map project requirements
* Reviewed continuous improvement principles involved in the production of goods and services
* Demonstrated technologies in scheduling, in allocating resources, in speeding up a project, and in dealing with risk

**RELEVANT COURSE WORK** Introduction to Management Science Spring 20xx; Production Planning and Control, Spring 20XX; Scheduling, Fall 20xx

**STUDY ABROAD** American Institute for Foreign Study (AIFS), Barcelona, Spain

* Engaged in collaborative learning with international counterparts through projects, seminars, and coursework

**RELEVANT WORK**

**EXPERIENCE Assistant Supervisor Intern**

*May 20xx-August20xx*Burlington Industries, Burlington, NC

* Participated in a 2 week training session to learn procedures, policies, rules and regulations concerning safety, quality, productivity, leadership and management
* Drafted proposal recommending a new computerized tracking procedure to track the flow of products through the plant to shorten production cycles
* Developed and monitored the new computerized tracking system

*July 20xx-March 20xx* **Production Co-Op**

Big Company, Birmingham, AL

* Developed production schedule for 15 student workers
* Reviewed and researched information on production standards
* Made recommendations to decrease deficiencies and increase operational efficiency

**ADDITIONAL WORK**

**EXPERIENCE Student Worker**

*Sept. 20xx-May 20xx Material Management Office, The University of Alabama, Tuscaloosa, AL*

* Shadowed Material Management Personnel to learn specifically about XYZ
* Learned quality control techniques such as XXX and XXX
* Dispatched work orders to appropriate personnel

**LEADERSHIP Recruitment Chair**

*January 20xx-Present**Ro Ri, The University of Alabama, Tuscaloosa, AL*

* Serve as the director for all recruitment events, 2 per week for 6 weeks
* Supervise 10 committee members and assign responsibilities as necessary
* Contact approximately 20 recruits per day through cold-calling

**ACTIVITIES** Society of Operations Management Students - Member, January 20xx-Present

National Association of Manufacturers - Member, August 20xx-Present

National Association of Industrial Technology- August 20xx-May 20xx

**COMMUNITY** Tuscaloosa Tornado Relief, May 20xx

**INVOLVEMENT** Habitat for Humanity, December 20xx

**HONORS/AWARDS** Recipient of 6 academic scholarships

*Or list individual scholarships/honor society if less than 6*