

Rebecca Rebar
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Education

Drexel University
Bachelor of Science in Civil Engineering

Philadelphia, PA
Anticipated Graduation: June 20XX

Honors and Awards

Dean's Scholarship, Drexel University, 20XX - Present
Citizenship Award, Community Service Corps, 20XX

Relevant Coursework

Engineering Design Lab I, II, III
Fundamentals of Physics I, II
Calculus I, II

Computation Lab I, II, III
Analytical Writing
Materials I

Computer Skills

Software: Creo, Maple 13, AutoCAD, NXT, Microsoft Word, Excel, PowerPoint
Programming Languages: Java, C, C++,
Operating Systems: Windows 8, Mac OS X, Linux, UNIX

Engineering Design Project

Gymnasium Renovation

Lead Designer

- Worked in a team of
- Designed
- Prepared and presented

Drexel University
September 20XX – November 20XX

Employment Experience

Law Office of Greene, White and Gray

Office Assistant

- Provide office support including filing, copying and out of office errands
- Direct phone calls to staff in a friendly and efficient manner
- Utilize Excel to maintain and update client database

Havertown, PA
September 20XX - Present

Banana Republic

Sales Associate

- Answered customer inquiries regarding store products
- Processed cash and credit transactions for amounts up to \$1000
- Trained 7 new sales associates on company policies and procedures

Cherry Hill, NJ
October 20XX - August 20XX

Activities

Member, American Society of Civil Engineers, 20XX - Present
Selected Member, Freshman Dean's Advisory Board, Drexel University, 20XX - Present