

# GEOLOGY RESUME

## JORDAN TOPPER

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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

