

# RESUME FOR INTERNSHIP OR CO-OP WITHOUT RELATED EXPERIENCE

## MARTIN LAWRENCE

1235 Southside Blvd. #777  
Jacksonville, FL 32256  
(904) 555-9876  
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- OBJECTIVE** A Co-op or Internship position in the field of Civil Engineering
- EDUCATION** UNIVERSITY OF NORTH FLORIDA, Jacksonville, Florida  
Enrolled in Bachelor of Science in Civil Engineering Program  
Expected Date of graduation: May 2012
- HONORS** Dean's List all three semesters, 2009  
Awarded 75% Merit Scholarship for Academics, 2008  
Two-time first place winner in SECME Bridge building competition, 2008, 2009
- COURSE WORK**
- Solid Foundation of Writing and Communication
  - Thermodynamics
  - Computer Aided Engineering
  - Dynamics
  - Mechanics of Materials
  - Analysis of Structures
- RELATED SKILLS**
- Computer**  
Microsoft Office, spreadsheets, entry-level knowledge of drafting software
- Interpersonal/Employability**
- Team player with excellent people skills
  - Adept at working in a customer service environment
  - Dependable employee with overabundant initiative
  - Quick learner and self-starter
- EXPERIENCE**
- RUTH'S CHRIS STEAKHOUSE, Jacksonville, Florida  
**Customer Service and Sales, 5/08 – PRESENT**
- Provide excellent customer service to customers on a daily basis
  - Effectively communicate with large team
  - Implement key principals of time management and customer service
- RED ROBIN GRILL, Jacksonville, Florida  
**Customer Service and Sales, 12/06-4/08**