**JENNIFER P. MICHAEL**  
(555) 555-5555 | Professional.Email@gmail.com | [View Home Address Guidelines](https://careerservices.wvu.edu/files/d/327ce199-8c12-4611-8170-1135c5f03669/resume-checklist.pdf)

**EDUCATION**

**West Virginia University,** Morgantown, WVExpected May 2022  
*Bachelor of Science in Economics*

*Minor: Business Analytics*  
Overall GPA: 3.6

**CLASS PROJECT EXPERIENCE**

***Data Driven WV*** September XXXX – Present

Student Researcher Morgantown, WV

* Led a student group research project that applied data analytics to assess and predict company-level growth trends in government contracting
* Evaluated regression models using statistical programming in R (programming language)
* Processed several large publicly available Federal government data sets in a data analytics cluster within a cloud-computing environment
* Analyzed and presented data trends for decision-making using data visualization software

***West Virginia University’s Bureau of Business and Economic Research*** January XXXX - May XXXX

Student Researcher Morgantown, WV

* Integrated related and relevant parameters from publicly available Federal and State government data sets for regional economic analysis
* Applied econometrics and economic forecasting methods to design and interpret regression models
* Conducted analysis to develop a five-year economic analysis and forecast for key economic indicators
* Collaborated on a report and presentation to communicate methodology and results to stakeholders

**WORK EXPERIENCE**

***Precision Measurement Technician & Marksmanship Trainer*** July XXXX - June XXXX United States Marine Corps  *San Diego, CA*

* Managed 50+ Marines to ensure daily schedules maintained
* Supervised calibration maintenance on numerous electronic, pneumatic, and torque systems for maintenance
* Recorded and tracked over 1,000 pieces of aircraft equipment to be calibrated at certain intervals
* Director of administration and office delivery to ensure support equipment was issued properly
* Instructed 50+ junior personnel on Naval Aviation Maintenance Program procedures that included quality assurance, safety guidelines, application of maintenance standards, and repair of aeronautical equipment
* Mentored junior Marines by conducting counseling sessions and delivering military standards
* Organized and developed training curriculum plans
* Safely instructed field training in high-risk environments
* Delivered training presentations to large audiences

**EXTRACURRICULAR ACTIVITIES**

***Member, Treasurer*** September XXXX – Present

Veterans of WVU ClubMorgantown, WV

* Managed club’s yearly budget, including cash flows, costs, and expenditures
* Fostered positive relationships between club officers, club members and other stakeholders
* Supported the work efforts and contributions of individual club members
* Promoted veteran well-being through veteran outreach, community-building and fundraising campaigns

***Work Study*** August XXXX - May XXXX

*Veterans Affairs Center* Morgantown, WV

* Supported veterans and their families during their military-civilian transition
* Provided service to veteran’s seeking information regarding VA medical and benefits claims
* Used suite of Microsoft office software to support the Veterans Center’s administrative requirements
* Managed inventory for office and veteran support supplies

**RELEVANT COURSES**

Business Data Visualization | Business Data Analysis | Data management |Business Statistical Methods | Decision Sciences and Analytics| Independent Study

**TECHNICAL SKILLS**

Python | SQL | Power BI | Tableau | Agile Development practices | Audacity | Microsoft Azure DevOps |

MS Excel data analytics add-ins |

**HONORS***Deans List WVU*  September XXXX – Present

*Navy and Marine Corps Achievement Medal*September XXXX