**James Cunningham**

304-555-1212 | 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, WV Expected: May XXXX

Bachelor of Science in Resource Management; Minor in Environmental Protection

Overall GPA: 3.7/4.0 – Major GPA: 3.6/4.0

**INTERNSHIP & JOB SHADOWING EXPERIENCE**

**Intern Abstractor** May XXXX – August XXXX

*West Virginia Land Services,* Charleston, WV

* Researched deeds, maps, plots of land, taxes, mortgages and right-of-ways of proven land ownership throughgas, oil and all minerals rights
* Drove to numerous courthouses within three states (West Virginia, Ohio, and Pennsylvania)
* Obtained leases from property owners
* Generated new business with energy firms, title companies, and banks

**Land Negotiator Intern** May XXXX – August XXXX

*Southwestern Energy,*Morgantown, WV

* Prepared and filed documents for lease acquisitions and divestitures
* Provided customer relation services to landowners and partners
* Demonstrated knowledge of regulations and industry changes
* Administered oil and gas leases, titles, and title curative

**Job Shadow** March XXXX

*Kirk King Law Office,* Waynesburg, PA

* Reviewed and organized title work property searches and mortgage lien checks
* Observed the daily activities of a abstractor in the office and in the field

**WORK EXPERIENCE**

**Waiter** June XXXX – Present

*Boston Beanery*, Morgantown, WV

* Use customer service skills in a fast-paced environment
* Operate cash register with up to $1,000 on a daily basis

**ASSOCIATIONS/VOLUNTEER WORK**

WVU Society of Environmental Professional Students Club January XXXX – Present

Sierra Club Member August XXXX – Present

NAAEE Member August XXXX – Present

**HONORS/AWARDS**

Promise Scholarship August XXXX – Present

**SKILLS**

Microsoft Office (Word, Excel, PowerPoint, Project, Tester), MatLab, and Ansys