

**Meredith Jones, SSN 111-22-3333**

**Vacancy Ann. No.: BOR-GP-SCEP-04-01**

**Position: Student Trainee (Civil Engineer)**

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **1. Knowledge of Personal Computers and Software Packages Skills**

I have been familiar with personal computers for over 10 years and use them daily. I know how to perform basic office applications, word processing applications, and use the Internet. I work with Windows Operating Systems and Microsoft Word, Excel, Access, Outlook and Internet Explorer. I am familiar with Netscape Navigator, and simple HTML and JavaScript. I took a course on keyboarding and word processing in high school. In college I took a computer science class that taught basic HTML and JavaScript code. In the fall of 2003 I worked with Mathematica software to solve differential equations.

There have been many positions I've held that required me to work with software specific to my job. For instance, as the secretarial assistant in the Public Relations Office at Creighton University I looked up information on the university's personal alumni database. At ITC Computer Store I worked with a program called Dynamics Sequel where I created sales orders, purchase orders, and part numbers for computer parts and software. I also learned about software licenses while selling these products to customers. While working at Comfort Inn Hotels, I was required to use a specific program to check in and check out guests and record charges and money transactions. During the summer of 2003 I worked as an engineering intern at Garrison Diversion Conservancy District where I worked with TerraSync 2.21 (a GPS logging program), GPS Pathfinder (the program to convert and display GPS information on a computer), and ArcView 8.2 (used to map the GPS points).

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### **2. Ability to work as a team and independently, including leadership activities.**

Growing up on a horse ranch gave me plenty of opportunities to work on a team and independently. There were many times when I fixed fence with my three siblings and parents. There were also times when I pitched box stalls alone.

While working at Garrison Diversion Conservancy District, I worked independently under Kip Kovar. I was given tasks at the beginning of the day or week and made a schedule to be approved by Kip. I performed GPS work on the new golf course in town and created a map on Arcview of the course. During the summer of 2001 I worked at the Carrington Research Extension Center as an agronomist assistant. There were 15 youth hired to work in the fields without a supervisor nearby. We worked as a team to get things done. I currently work at Red River Human Services Activity Center for disabled adults. As a program assistant I help plan a calendar of events for each month and lead nightly activities ranging from bingo to trips to the zoo with the members.

At NDSU some professors require students to work in assigned groups on projects and labs. I have taken the role as group leader and delegated work for everyone and made sure that everything was done well in a timely manner. I and six other NDSU students are starting an Engineers Without Borders chapter at NDSU where I am secretary. I also work daily with classmates to solve problems and study.

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#### **3. Problem Solving Skills**

As an engineering student, problem solving skills seem to be a requirement. Besides computational problems I am also able to solve problems that may come about while working. While working at Garrison Diversion Conservancy District and mapping the golf course, I had to figure out how I wanted to file the objects I was GPSing. When files would not open, or objects would not record, I adjusted the plan to get the work done before the deadline.

Another example of my problem solving skills can be found in my leading of a group. I find people's strengths and apply this to the work that needs to be done. Someone who is good with people can make contacts, while another who is good at calculating can do that. There are usually people who are more organized than others who can emphasize on this. With each group there are also problems that need to be overcome. I am currently in a Transportation Engineering class and the teacher has assigned everyone to groups. My group consists of three people including myself. We have to learn to work together. One group member is only willing to put in enough work to get a C, while the other group member is a perfectionist who is willing to put hours into the work. I have personally taken a leadership role to motivate one group member, while encouraging the other group member to stay on task. We are learning to work together and solve any situation that comes along together.

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### **Career Goals**

I would like to obtain the position as Student Trainee at the Bureau of Reclamation. I plan to receive my BS degree in Civil Engineering from NDSU with an emphasis on water resources and environmental engineering in 20xx. I further plan to obtain a master's degree in a similar field. I am preparing myself for work with water management and development or the restoration of lands. I am currently searching for experience in landscaping, natural resources, water management, irrigation, and water quality so that I have a better idea of what exactly I want to do in my career.

Last summer while working with Garrison Diversion Conservancy District, I had the opportunity to attend water tours, coal mine land restoration tours, and drought meetings which confirmed that I am interested in all of these fields and could enjoy working in these areas.