

# **ROBERT J. JEVIN**

*Civil Engineer*

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## **EDUCATION:**

*The Pennsylvania State University, University Park, PA* 3.19 GPA  
Bachelor of Science, Civil Engineering (expected graduation May 2011)

*Wyoming Valley West High School, Plymouth, PA* 4.18 GPA  
Graduated June 2007, honors/advanced placement curriculum

## **EXPERIENCE:**

Aug. 2005-  
Aug. 2007

### **Circulation Assistant**

*Hoyt Library, Kingston, PA*

- Graciously greeted patrons as they arrived.
- Proficiently checked library materials in and out.
- Accurately answered many types of questions both on the phone and in person.
- Sorted books and media on the shelf and helped patrons find the materials they needed.
- Created and updated an efficient filing system for over 2,000 VHS movies and DVD's.
- Ran all closing procedures regularly in a timely fashion.

Sept. 2004-  
June 2005

### **Archivist**

*Steamtown National Historic Site, Scranton, PA*

- Organized historical records for over 30,000 former workers on the Delaware, Lackawanna, and Western Railroad.
- Worked with Microsoft Excel to arrange numerous statistics about these employees, such as pay, hours worked, age, family size, and many other qualities to make it easier for researchers to gather data for study.
- Wrote monthly articles for the company newsletter that was sent out to thousands of homes in the area.

## **SKILLS/ACHIEVEMENTS/ACTIVITIES:**

### *Math/Science:*

Excelled in math and science throughout high school. Received an A+ in A.P. Calculus, A.P. Physics, and Honors Statistics in senior year, earning both the Mathematics Excellence Award, for having the highest cumulative average in my graduating class throughout all four years of high school, and the Future Engineer Award, selected by all the math and science teachers as the most qualified prospective engineer in the class.

### *Computer Experience:*

Very knowledgeable with Microsoft software, including:

- Word
- Excel
- PowerPoint
- OneNote

## **REFERENCES:**

*References are available upon request.*