

Thomas J. Greene

318 Atherton Hall
University Park PA 16802
<http://www.personal.psu.edu/tjg5335>

tjg5335@psu.edu
724-961-2686

Objective	To use my skills and leadership abilities in order to further the company in the future
Education	<p>Bachelor of Science Degree in Mining Engineering, August/2014-Present Pennsylvania State University University Park PA 16802 Overall GPA: X.XX/4.00 Targeted GPA: 3.40/4.00</p> <p><i>Penn State Schreyer Honors Scholar</i> Recipient of Three Academic Merit Scholarships</p> <p>Relevant Courses: Engineering Design Calculus with Analytic Geometry II</p> <p>High School Diploma, June 2014 Greater Latrobe Senior High School Latrobe PA 15650</p> <p>Recipient of Three Scholarships</p> <p>Relevant Courses: Kennametal Young Engineers Program</p> <ul style="list-style-type: none">• Spent Semester Working with Engineers• Designed Product and Business Plan <p>Overall GPA: 4.27/4.00</p>
Experience	<p>Administrative Assistant, Draper, Inc., Harrison City, PA (November/2011-August/2014)</p> <p>Reconciled Cashless Transactions Managed Human Resource Files</p> <ul style="list-style-type: none">• Trusted with Essential Business Information
Honors/Awards	<p><i>AP Scholar with Distinction</i> <i>Air Force Science Student Award</i> <i>Eagle Scout</i></p>
Activities	<p>Member of the Society of Mining, Metallurgy, and Exploration <i>Mine Rescue Team</i></p> <ul style="list-style-type: none">• Developed Teamwork and Communication Skills through Competition <p>Mucking Team</p> <p>Member of the International Society of Explosive Engineers Angel Tree Volunteer at Our Lady of Grace Church</p> <ul style="list-style-type: none">• Ten Year Volunteer with Escalating Job Responsibilities <p>High School Varsity Football, Volleyball Team Captain <i>Boy Scouts of America</i></p> <ul style="list-style-type: none">• Learned Leadership Skills by Organizing and Directing Groups of People
Outside Interests	<i>Java Computer Programming, Basic Spanish Proficiency, Travelling, Outdoors</i>