

Frank “Dub” Olin

Campus

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Permanent
123 Riverrun Road
Dubtown, MA
(718)-555-1234

Education

Franklin W. Olin College of Engineering – Needham, MA

May 2020

Candidate for Bachelor of Science in Engineering; GPA available May 2017

Relevant Courses: History of Technology*, Engineering of Compartmental Systems*, Design Nature*, Modeling and Simulation*. (* currently enrolled)

Dubtown High School – Dubtown, MA

June 2016

Graduated in top 20% of class, National Merit Commended Scholar, Honor Roll

Experience

Camp Chimichanga – Cape Cod, MA

Summers 2015 - 2016

Camp Counselor

Responsible for cabin of twelve boys aged eleven to thirteen. Helped campers adjust to living away from home. Coordinated camp activities, including teaching archery classes.

Course Projects, Olin College – Needham, MA

Design Nature

Fall 2016

Created a biomimetic swimming toy evaluated by 4th grade students. Collaborated with team of four to study beaver swimming motion, design laser-cut parts in SolidWorks, and waterproof electronics.

Modeling and Simulation

Fall 2016

Programmed H1N1 flu outbreak simulation in MATLAB working in a team of two. Utilized ODE45 approximation techniques to model scenarios. Presented simulation at class poster exposition.

Leadership and Activities

Teens 4 Clean – Dubtown, MA

2012 – Present

Volunteered in local Teens 4 Clean chapter. Helped raise over \$10,000 of nonperishable food for less fortunate families during Thanksgiving through charity basketball tournament.

Dubtown HS Math Team – Dubtown, MA

2012 - 2016

President of Dubtown HS Math Team senior year. Organized team to travel to meets throughout state. Team placed 4th at state championship out of over 25 competitors.

Hobbies and Interests

- Digital Photography (portfolio at <http://www.olin.edu>)
- Stamp Collecting – over 12,000 items in collection
- Tennis, Swimming, Yodeling

Skills

Software: MATLAB, SolidWorks, Adobe Premiere, Microsoft Word, Excel, Powerpoint

Machine Shop: Basic machine shop proficiency

Word Resume Making Tips

Right Aligning Part of a Line

Using Tables

This technique is used for the contact information on this sample resume.

- “Insert” -> “Table”
- Select table by clicking it and then it’s “move” icon that appears above-left of it
- “Table Tools” -> “Design”
- “Borders” -> “No Borders”

Using Tab Stops

This technique is used for the individual items on this sample resume.

It’s sort of a huge pain, but produces really nice results.

- “View” -> “Show” -> “Rulers”
- Type the left-hand side of a line
- Right click at the end of the text
- Select “Paragraph” from the context menu
- Click the “Tabs” button on the Paragraph popup
- Enter this:
 - “Tab Stop Position”: Whatever the right hand margin of your resume is at. Check the ruler to be sure.
 - “Alignment”: Right
 - “Leader”: None
- Now hit “OK” until you’re back to your document
- Now hit Tab and you should find your cursor nicely at the right edge. Type away!

Reclaim Vertical Space

Increase Page Margins

Look at all that white space around your resume! Don’t get too aggressive – you don’t want the page to be solid black – but this is definitely a place we can squeeze out an extra half inch to fit in something else great!

This document already has its margins reduced from Word’s default 1” margins.

Do this after you’ve done the rest of your resume. Ideally, we don’t have to do it at all.

- “Page Layout” -> “Margins” -> “Custom Margins”

- Change the top, right, bottom, and left margins to suite your interests

Remove Text Margins

Word aggressively inserts vertical margins, particularly when you use the “Heading X” options. Reducing these margins lets you squeeze more lines onto one page.

Places you can probably reduce margins:

- Before “Heading X”
- After “Normal” paragraph text

How to do it:

- Highlight the whole row of text
- Right click -> “Paragraph”
- In the “Spacing” section, reduce the “Before” and “After” margins to be smaller.

Section Header Underlines

To set an underline like the Title and Section headers of this resume have, you can use a “border”. You can either apply this style change to the master style for the document (this is the technique used in this document) or you can set it header by header.

Change master style

This will change ALL Header 2’s in the document to feature an underline.

- “Home” -> “Styles” -> right click “Heading 2”
- Pick “Modify”
- At the bottom left of the popup, hit “Format” -> “Border”
- Change the color to be what you want (probably “theme color” to match)
- Click the “underline” button on the “Preview” document
- Click “Options” at the bottom right, and adjust the “From text” value to be 0
- OK out of everything

Individually

- Click inside the header you want to modify.
- “Home” -> “Paragraph” -> “Horizontal Line” (it’s the one next to the paint bucket)
- Pick “Borders and Shading”
- Follow instructions for changing master style from “Change the color...”