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<http://www.freewebs.com/sjfelectport/> *



Electronic Career Portfolio

Wesley Middendorf
Office Administrator

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Vision

- I believe that in order for one to achieve one must work hard and make good choices. If one does not work hard, one will not be experienced enough to know how to work on challenging situations. Also, if one does not make good choices, challenging decisions could prove fatal.

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Career Goals

- My career interests and goals begin and end with German. My favorite recreational activities were and are sports and computers. I am taking Business classes next year for the school. I plan on majoring in business while at college in Clemson.
 - To learn how to apply business to operations such as this, I participate in the Junior Achievement (internship-type) program out of Lockheed Martin, and I get the opportunity to work with some employees of the Office company as well.
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Career Goals Continued

- I hope to have a job even if it is coffee boy to office manager, while attending college. I hope to one day work myself up to the top of such a company by my later years.

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My School Courses

Radnor Senior High School

World Studies Honors

World Lit. Honors

Advanced Algebra 1

Advanced Physical Science

German Level 2

Office Applications

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Resume Introduction

My resume seeks to provide evidence confirming that I will make a good business man, and that I will excel in my interest area. I do many extra-curricular sports, as well as two major educational extra-curriculars as well. I was on three all-star hockey teams and I am a four year varsity hockey player. I was assistant captain on my club team which symbolizes my hard-work and leadership for the team.

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College Course Examples

- Clemson University
- AERSP 504. Aerodynamics of V/Stol Aircraft
- AERSP 550. Astrodynamics
- AERSP 505. Hydro and Aero Elasticity
- AERSP 512. Viscous Flow
- AERSP 553. Structural Dynamics

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College Requirements

C or higher in math 140, 141, Chem

012 or 17, and Phys. 211

>3.30 GPA: Entrance Guaranteed

with the previously listed courses

Minimum of 2.00 GPA required

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[Engineering](#)



Employment Examples

Top Salary- \$135,000/yr

- Director of Engineering
- Quality Assurance Engineer
- Senior Software Engineer
- Software Analyst
- Aerospace Technician
- Verification and Validation Engineer

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Places Office Administrator Might Work

Bombardier

BAE Systems

EADS (Airbus being only one of its multiple divisions)

Embraer

Boeing

United Technologies Corporation

General Dynamics

Lockheed Martin

Northrop Grumman

Raytheon

Honeywell

Airbus

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Common Requirements for Office Administrator

At Least 5 yrs. in school

2 yrs. in employment

Various Degrees

(Masters, Bachelor, PhD)

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Sources

<http://en.wikipedia.org/w/index.php?title=Special%3ASearch&search=office+administrator&ns0=1>

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