

Resumagic.com Sample Resume: Electrical Engineer

John Smith

123 Elm Street Anytown, ST 00000 Home: (123) 456-7890 Mobile: (000) 000-0000 jsmith@email.com

Summary

Recent college graduate with degree in electrical engineering experienced in the design, engineering and quality improvement of electronic components, computer networks, and instructional documentation. Excellent at multi-tasking with proven ability to handle diverse electrical, mechanical and IT duties.

Education

Bachelor of Science, **Electrical Engineering Technology**, 2002

NAME OF SCHOOL, City, ST, **GPA: 4.0 / 4.0**

Academic Awards and Activities:

Recipient, **Dean's Medallion**, School of Engineering

Winner, [Name of Organization], **Academic Area Award in Engineering**

Member, **Tau Alpha Pi National Honor Society**

President, Student Chapter of the Institute of Electrical and Electronic Engineering (IEEE)

Project Manager of IEEE team that designed a robotic mouse used in annual "[Name of competition]" competition among various colleges. Result: **Team won competition**

Work Experience

Developmental Technician, NAME OF ORGANIZATION, City, ST

08/02 to 03/04

- Perform general IT administrative duties including LAN and WLAN installation and connectivity; resolve software and hardware problems; inoculate viruses; and monitor network security.
- Operate computer-based data acquisition systems and servo hydraulic actuator control systems.
- Assemble and maintain electrical and mechanical equipment used for scientific research.
- Major project: Set up a solar-powered wireless camera at remote site (prepared budget, fabricated adapters / enclosures, created wired / wireless networks, and connected routers with amplifiers).

Electrical Engineer Intern, NAME OF COMPANY, City, ST

06/02 to 08/02

- Saved employer approximately \$1,000 per month by designing and implementing test fixtures for PCA analysis that eliminated waste by making it economically feasible to test all circuit boards.
- Designed and implemented visual aids for assembly and test processes.
- Tested and repaired rubidium standard sub-assemblies and performed electrical analysis of finalized units prior to shipment.

Manager, NAME OF RESTAURANT, City, ST

10/98 to 05/02

- Managed daily operations and performed routine administrative duties including general bookkeeping and payroll; managed, trained and supervised five employees.
- Concurrently attended university full-time and maintained a perfect 4.0 grade point average.

Computer & Technical Skills

Systems / Languages: Windows XP, Windows NT, Windows 2000, C++ and TCP/IP

Software: Electronic Work Bench, P-Spice, OPNet, Microsoft Office XP, Microsoft Office 2000

Equipment: Oscilloscopes, multimeters, spectrum analyzer, DC power supplies, function generators, signal conditioners, data acquisition systems

Skills: Soldering, crimping, creating power budgets, read schematics and perform troubleshooting