

# Emily Engineer

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## SUMMARY OF QUALIFICATIONS

- Solid understanding of electrical engineering, semiconductor devices, and renewable energy principles
- IEEE, The Institute of Electrical and Electronics Engineers, student member
- Tireless work ethic, maintaining a 3.7 GPA while working as much as 30 hours a week
- Proven track record of responsibility and leadership demonstrated in civilian positions and the US Air Force
- Over 6 years of experience communicating effectively in teams in the work place

## EDUCATION

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### Bachelor of Science in Electrical Engineering

Washington State University, Pullman, WA

Expected May 2019

GPA: 3.7

**Relevant Coursework:** Digital Systems Design, Silicon Integrated Circuit Design Technology, Nanotechnology for Semiconductor and Renewable Energy Applications

### United States Air Force Academy, Electrical Engineering

Academically ranked 12th out of 1000 cadets at time of honorable discharge

June 2015

GPA: 3.8

**Relevant Coursework:** Differential Equations with Circuit Applications I, Electronics I, Fundamentals of Mechanics, and Electrical Circuits and Systems with Differential Equations and Linear Algebra

## SKILLS

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Java, C/C++, Xilinx, Microsoft Visio, MATLAB, Microsoft Office Suite, Assembly, Wolfram Mathematica, PSPICE, LogiSim

## ENGINEERING PROJECTS

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### Evaporative Cooler, Washington State University

Spring 2016

- Designed, built and tested an evaporative cooler using xyz techniques
- Add another bullet or two about skills used in the project and results

### [Put your second project here], Washington State University

Fall 2015

- Make sure to use details of the project – if it is a team project focus on what you accomplished as a team member
- If you presented work to the class or as part of a poster fair make sure to add this information
- State detail as “*Produced X to do Y resulting in Z*” where you begin the statement with an Action Verb.

## LEADERSHIP

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### Cadet, United States Air Force Academy, Colorado Springs, CO

June 2013 – July 2015

- Collaborated in groups of up to 6 members on real-life scenarios to experiment, analyze, and create solutions to increase understanding of engineering principle applications
- Vice President of the local Institute of Electrical and Electronics Engineers chapter, and a leader in the Crossfit club
- Underwent over 800 hours of training on small group tactics, interpersonal dynamics in extreme situations, and Air Force regulations

## OTHER EXPERIENCE

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### Carpenter/General Laborer, Byrd Construction, Longview WA

July 2011 – August 2015

- Developed a solid understanding of design and construction with numerous large and small scale opportunities
- Implemented design elements into construction projects, gaining valuable insight into the implementation phase of projects

### Customer Service Representative, DirecTV, Portland OR

July 2009 – August 2010

- Used problem solving and communication skills to effectively address customer questions and concerns
- Ranked in the top 10% in new service sales and upgrades out of a staff of 65

## COMMUNITY SERVICE

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### Big Brothers/Big Sisters – Falcon Club

September 2009 – June 2011

- Served as Big sister for a young teen and participated in various events with the club

**Voiland College Internships & Career Services ~ACTION VERBS**  
*Adapted, enlarged list inspired by Employment Development Department of Palo Alto, CA*

<b>Management skills</b>	<b>Communication skills</b>	<b>Clerical or detailed skills</b>
administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated
<b>Research skills</b>	<b>Technical skills</b>	<b>Teaching skills</b>
clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated
<b>Financial skills</b>	<b>Creative skills</b>	<b>Helping skills</b>
administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented