

# FIRST LAST

## ELECTRICAL ENGINEERING

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Mobile: 000-000-0000

Citizenship: Country

[LinkedIn Profile](#)

### CERTIFICATIONS

#### BACHELOR OF SCIENCE

Electrical Engineering  
School University  
City, Region, Country  
May 2019

#### ENGINEER IN TRAINING

Professional Engineer Organization  
Expected October 2019

### TECHNICAL SKILLS

AutoCAD

PLC I/O Modules

Circuit design

MATLAB/Simulink

PCB design (Altium)

C++ programming

Adobe Acrobat

LTSpice

Microsoft Office

### GENERAL SKILLS

Spoken Mandarin Chinese

Observant, detail oriented

Process driven

Effective team organizer

Outstanding public speaker

### RELEVANT COURSEWORK

Linear circuit analysis

Electric and magnetic fields

Semiconductor devices and design

Digital system design

Fourier analysis

Programmable Logic Devices

Control system analysis

Power system analysis

Electromechanical motion

Linear algebra and differential equations

Engineering optics

Professional communication

### ELECTRONIC CONSTRUCTION PROJECTS

Solar charger construction

- DC-DC Converters
- Bluetooth Low Energy
- iOS App development

AM radio construction

- Signal demodulation
- Operational amplifiers
- Band-pass filters

### LAB EXPERIMENTS

Signal sampling and reconstruction

Speech processing

Image processing

Interpolation and decimation

Superheterodyne receiver

Random processes

### EXPERIENCE

#### QUALITY ASSURANCE INTERN | June – August 2017

Company name, City, Region, Country

Performed technical maintenance and documentation for Quality Assurance

- Verified data for 10+ batch records weekly
- Tablet manufacturing machine inspection
- Built document inventory for air sample data (Excel)
- Supervised contractors during air sample collection
- Packaging line security training

#### INFORMATION TECHNOLOGY INTERN | June – August 2016

Company name, City, Region, Country

Performed company-wide legal system update

- Explored new computer software layout and design
- Recorded metadata for 50,000+ legal agreements
- Loaded documents into new system
- Conducted training sessions for legal team
- Received patent law training

#### COUNSELING OFFICE ASSISTANT | January – May 2015

High School, City, Region, Country

Assistance with counseling office operations

- Collected and processed transcript paperwork for graduating class
- Delivered messages from advisors
- Performed tours for new students