

First Last

City, State | 000-000-0000 | gmail@gmail.com

Education

University – *Current*

City, State

Seeking: B.S. in Engineering Technology – Emphasis in CADD | 3.5 GPA | Graduating 12/2023

Awards – Dean’s List (S2021), Dean’s List (F2022), Dean’s List (S2023)

High School - *Graduate (2020)*

City, State

3.8 GPA

Skills and Interests

Skills: Microsoft Office (Word, Excel, Access) | Technical Writing | Customer Service | Cash Handling | SOLIDWORKS | Engineering Drawings |

Classroom Experience: Autodesk Inventor | Autodesk AutoCAD | CNC Coding and Operation | Basic Lathe and Mill Operation | Engineering Drawings | Geometric Dimension and Tolerancing | Lean | Quality Assurance

Interests: Hiking | Weightlifting | Cooking/Baking | Archery

Work

Place I’m interning | *CAD Drafting Intern*

5/2023-Current

- Utilize SOLIDWORKS to create or update models, drawings, and assemblies, as well as utilize the MS Office suite to create and update Bill of Materials and Item Master documents.
 - SOLIDWORKS experience includes familiarity in the Sheet Metal tool.
- Collaborate with others in order to produce parts and drawings that meet both their needs and company standards.
- Assist with the engineering change process by updating and maintaining files, processing change requests as assigned, and initiating and completing change notices.

Bank | *ITM Teller I*

8/2022-5/2023

- Using remote technology, assist customers with any transactions and or queries they may have. This widened my customer service abilities by giving me an opportunity to regularly assist customers in a new medium.
- Continue to build the skills necessary to quickly perform transactions while performing necessary research.
- Gain experience working with a remote team. This allowed me to get some experience working with a team that was spread across states.

Bank | *Teller I*

12/2021-7/2022

- Quickly and accurately perform transactions for both consumer and business clients, whilst insuring the identity of individuals.
- Research items and individuals to confirm legitimacy, and in some cases legality, using bank software or communicating with outside institutions or entities.
- Assist in auditing of Branch Vault, ATM, and individual drawers (as well as an Instant Issue Debit Card machine), up to \$250,000.

Hobby Store | *Stock Person*

5/2021-11/2021

- Receive, unload, and process freight. This is inclusive of ensuring the correct items were received and dispersing them to applicable departments.
- Performed general “handy man” work around the store, such as minor repairs, and cleaning.

- Performing floor work, such as building displays, overstocking, and assisting customers with general matters.

First Job | *Cook/Delivery Driver/Host*

6/2019-5/2021

- Primarily, I was the cook. This entailed a final check for correctness on orders, and maintaining a safe work area while efficiently finishing orders.
- While acting as host, I took In-Person, Over-The-Phone, and online orders. This position gave me experience with Point-Of-Sale systems. (ShopKeep)
- As a driver, I performed the expected customer service formalities while also performing on-the-go transactions, ensuring correctness both for ordered items and exchanged currency.

Leadership

Society of Manufacturing Engineers | *Treasurer*

Fall 2022 - Current

National Honor Society | *President*

2019-20 Academic Year

Projects

Society of Manufacturing Engineers | *Extrusion Machine*

- Assisted in the design of the drawings for components of an extrusion machine.

References

4x References, 3 supervisors, one personal