

First Last

Electrical Engineering

Email: school@university.edu

Mobile: 000-000-0000

[LinkedIn Profile](#)

Citizenship: Country

TECHNICAL SKILLS

PCB design (Altium)
C++ programming
MATLAB/Simulink
AutoCAD
LTSpice

Hardware debugging
Circuit Design
Microsoft Office
Adobe Acrobat
Strong technical communication

EDUCATION

Bachelor of Science – Electrical Engineering

School University, City, Region, Country | May 2019

Academic 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
Electrical motor design
Linear algebra and differential equations
Engineering optics
Professional communication

Electronic Construction Projects

Solar charger

- Maximum power point tracking
- DC-DC Converters
- Bluetooth Low-Energy
- iOS App development

AM Radio

- Signal capture and demodulation
- Operational amplifiers
- Band-pass filters
- Noise reduction

Lab Experiments

Signal sampling and reconstruction
Speech Processing
Image processing

Interpolation and decimation
Superheterodyne receiver
Random processes

WORK 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

- Recorded metadata for 50,000+ contracts
- Experimented with new contract storage software
- Loaded documents into new system
- Developed and conducted training sessions for legal team
- Received patent law training

WORK EXPERIENCE CONT.

Counseling Office Assistant

January – May 2015

High School, City, Region, Country

Assistance with counseling office operations

- Delivered advisor meeting requests daily
- Processed transcript requests for 1000+ students in graduating class
- Performed school tours for new students

GENERAL SKILLS

Spoken Mandarin Chinese

Observant, detail oriented

Effective team organizer

Process driven

Outstanding public speaker

LICENSES

Engineer In Training

Professional Engineer Organization | Expected October 2019