
SAMPLE RESUME

xx xxxxxx xxxxxx • xxxxxxxx, xxxxxxxx xxxxxx
(Home) xxx.xxx.xxxx • (Mobile) xxx.xxx.xxxx • (Email) xxxxxx@gmail.com

ELECTRICAL ENGINEER

Talented, dedicated, and performance-driven professional with wide-ranging experience in providing high caliber service in electrical design, hands-on engineering, and technology. Proven understanding of power distribution systems and high-performance power-monitoring instrumentation. Well-experienced in conducting and developing technical studies, investigations, and cost estimates. Incredibly hardworking with strong track record of completing projects on time and within budget.

- Exceptional ability to learn new technologies, software, and processes in a short period of time.
- Highly motivated with strong business acumen, work ethics, and desire to achieve professional growth and advancement through relevant experience, learning from others, reading, and attending trainings.
- Demonstrated excellent communication, interpersonal, and organizational skills; able to prioritize work effectively and efficiently.
- Proven outstanding problem solving and analytical skills with well-rounded mathematical and electrical knowledge.

COMPUTER SKILLS

EXPERT LEVEL:	Microsoft Word, PowerPoint, Excel and Outlook, ZEdit, ZPrint, Vault Source Control, Autorun MAX!, ProVision
UPPER INTERMEDIATE LEVEL:	Protel 99SE, SolidWorks, AutoCAD, Microsoft Visio, LabVIEW, Windows Command-line Interface
INTERMEDIATE LEVEL:	C Programming, Visual Studio, Bloodshed dev-C++, and SharpDevelop Compilers, Excel VBA, Altium Designer, MATLAB, MathCAD, Adobe Photoshop, HyperTerminal
BEGINNER LEVEL:	Assembly, Verilog, Ladder Logic, OrCAD Pspice Circuit Simulator, Simulink, Microsoft Project
FAMILIAR:	C#, XML, SCADA, PowerWorld, Basic, Microsoft Access

PROFESSIONAL EXPERIENCE

POWER MONITORS, INC.
JUNIOR ENGINEER

MOUNT CRAWFORD, VA
JUNE 2007-PRESENT

Assume various responsibilities in all phases of development of power quality monitors and recorders from conception to completion, including forming the specifications, identifying and implementing customer's input for the product design, planning the design schematics, creating mechanical drawings, laying out PCBs, and resolving mechanical issues. Work collaboratively with vendors and manufacturers in designing prototypes, writing extensive instructions for final product assembly, handing projects off to production, developing testing and calibration of processes and fixtures, writing customer user manuals, facilitating customer sales, conducting internal technical training, providing customer technical training, and assisting and providing consultation regarding product repair. Provide customer technical support through telephone calls, e-mails, and online WebEx sessions on a daily basis. Oversee training and education of other PMI employees regarding ProVision software and product usage as well as basic electrical theory and power quality education.

- Provided substantial input regarding Institute of Electrical and Electronics Engineers (IEEE) definitions and standards applicable to the power quality industry during general meetings.
- Singlehandedly programmed the calibration test fixture of the *Revolution*, one of the most powerful and complex power quality recorders available, using LabVIEW.
- Successfully created and established programs using Excel VBA and XML to generate a complex calibration report for tested products as well as multiple two-dimensional and three-dimensional mechanical drawings using SolidWorks and AutoCAD.
- Ensured proper designing of products and their compliance to regulatory standards through working with ITS and UL safety standards.

CONCURRENT TECHNOLOGIES CORPORATION
SENIOR ELECTRICAL ENGINEERING INTERN

JOHNSTOWN, PA
JUNE 2006-MAY 2007

Worked collaboratively with electrical engineers at an independent, nonprofit, applied research and development professional services organization in researching, testing, and evaluating fuel cells. Provided valuable assistance to research laboratories such as CERL to ensure adherence to the required specifications. Customized, developed, and

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maintained databases for accountable property and calibrated equipment. Coordinated with various vendors and manufacturers in the preparation and documentation of reports regarding different types of equipment designed for different kind of clients. Prepared, researched, and submitted a comprehensive report on different types of portable power for military applications. Performed data analysis for energy-related government contracts, cost analysis of various projects, as well as constructed schematics in AutoCAD.

MR. MUFLER, INC.

CUSTOMER SERVICE SUPPORTER AND GROUNDS/ INVENTORY MAINTAINER

JOHNSTOWN, PA

JUNE 2001-JUNE 2006

Performed various functions such as quoting, assisting, and billing customers as well as performing basic automotive repairs and maintenance including oil changes, exhaust repairs, air conditioning repairs, tire replacements, trailer hitch, wiring installations, and basic electrical diagnostics. Provided assistance in managing physical inventory and the computer inventory database of the company.

EDUCATION

Bachelor of Science in Electrical Engineering Technology

Cumulative GPA: 3.19/4.0

GPA within Major: 3.41/4.0

Minors in Mathematics and Physics

University of Pittsburgh • Johnstown, PA: 2007

AWARDS AND HONORS

Dean's List, University of Pittsburgh • Johnstown, PA

Presidential Scholarship Recipient, University of Pittsburgh • Johnstown, PA

First Place, 2004 Freshman Speaker Contest

Nominee, Who's Who Among Students in American Universities and Colleges

Nominee, The Honor Society of Phi Kappa Phi

ENGINEERING SKILLS

- 2D and 3D Drawing and Modeling
- Analog and Digital Circuit Schematic Design
- Mechanical Principles and Mechanical Design
- Software and Embedded Firmware Programming
- Digital Electronics
- Digital Signal Processing
- Electrical and Electronics Theory
- Power Quality including Harmonics
- RF Communication and Electric Machinery
- Power Transmission and Distribution
- Control Systems
- Mathematics and Physics
- Technical Writing Skills
- Calibration and Testing
- PCB Layout Skills
- Soldering and Assembly Skills

PROFESSIONAL TRAINING AND CERTIFICATION

- SolidWorks Essentials Training, TriMech Solutions
- Management Skills for New Managers and Supervisors, Fred Pryor Seminars
- Engineering-In-Training Certificate (EIT) • 2007

PROFESSIONAL AFFILIATIONS

- Institute of Electrical and Electronics Engineers (IEEE)
- Instrumentation and Measurement Society
- Power and Energy Society
- Signal Processing Society

ACTIVITIES

- Licensed Technician, Class Ham Radio
- Member, Republican Mark Parker's 2002 Campaign for Representative of the 71st District of the Pennsylvania House of Representatives
- Volunteer, Mission Trips to an orphanage in San Pedro Sula, Honduras
- Volunteer, Ministry to the homeless and projects in inner-city Chicago
- Volunteer, Music and children's ministries in South Carolina