

Susan Smith

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Professional Summary *(Here describe yourself & experience using strong adjectives. Avoid using pronouns like "I")*

Detail-oriented third-year engineering student with a firm understanding of engineering principles and practices. Proven strong technical and computer abilities using variety of software and equipment. Confident working in teams and ensuring projects are completed efficiently.

Education

Wayne State University, Detroit, MI

Major: Engineering BS *(Insert your program here)*

Expected Graduation May 2012

GPA: 3.4 *If your GPA is below a 3.0 do not include*

Oakland Community College, Ferndale, MI

Major: Computer Science AAS

Graduated May 2010

GPA: 3.4

Relevant Coursework *(Insert any courses you have completed that are relevant to the job you are applying for)*

Calculus III, Materials Science & Engineering Applications/Lab, Quality Control, Lean Operations, Physics I & II, Data Structures, Programming Languages, Computer Architecture, Engineering Data Analysis, Work Design

Engineering Projects *(Include the name and date of the projects as well as details about the project start-finish. Describe the project using action verbs, like the examples highlighted below)*

Static Academic Project, Wayne State University

Completed Fall 2013

- Led a team of 3 in the redesign of a manufacturing process using research standards for JTILA documentation, site interviews and needs assessment of plant manager.
- Computed data using Bowles Law & Gamlin Principle resulting in 18% reduction in processing time.
- Documented multi-media report in Excel & Word and presented findings using Prezi.

Static Academic Project, Wayne State University

Completed Winter 2012

- Reverse engineered a household appliance with a team of 4 peers.
- Organized a team, conducted market research, designed graphic in AutoCAD, and manufactured prototyped appliance.
- Drafted and presented a report using Excel, Word, and PowerPoint comparing competitors' products with appliances functions and documented patents used in design.

Technical & Computer Skills *(List all relevant computer software/apps & technical equipment relevant to the job)*

Equipment: Audiometers, Optical benches, calibrators, recording microphones

Software: AutoCAD, CATIA V5, ANSYS, C/C++, Matlab, LABVIEW, Pascal

Databases: SQL, MS Access, Oracle 8

Applications: Microsoft Word, Excel, PowerPoint, Project

Operating Systems: Windows, Mac OS, UNIX, Linux

Honors and Activities *(List your activities, clubs, honors, etc. – these do not all have to be related to engineering)*

Dean's List, Wayne State University

Member, Associations for Computing Machinery, WSU

Member, Golden Key National Honor Society, WSU

Fall 2009; Winter 2011

2011 – Present

2011 – Present

Work Experience *(Describe 3-4 work duties using bullet points & action verbs similar to "projects" section. If needed, change margins to .5 for space)*

Wayne State University Registrar's Office

December 2012 - Present

Student Assistant

- Assist with setup of computer systems and software upgrades such as OS and MS applications.
- Troubleshoot common problems with computer systems, interface with software vendors to resolve issues, and formulate solutions.
- Modify and update department website as needed.