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ELECTRICAL ENGINEERING RESUME

JUAN CORTES 3912 Wood Circle South San Francisco, CA 94 jbcort@comcast.net (650) 769-XXXX
OBJECTIVE To obtain an entry-level electrical engineering position
EDUCATION B.S. Electrical Engineering, 20XX San Francisco State University, cumulative GPA: 3.96 Dean's List Graduated with Honors 20XX, Summa Cum Laude, San Francisco State University
RELEVANT COURSEWORK Linear Systems Analysis, Electronics, Basic Computer Architecture, Electromechanical Systems, Electromagnetics, Communication Systems, Design with Microprocessors, Digital Signal Processing
CERTIFICATES • Engineering in Training, certificate No. EIT 122475, issued June 24, 20XX • Board for Professional Engineers and Land Surveyors
SKILLS • Computer Hardware: IBM compatible computers, Motorola 68K/12 Microcontroller, PLC's • Computer Software: AutoCAD, ActiveCad, Excel, Pspice, Matlab, VHDL, Verilog • Programming Languages: C++, Pascal, Visual Basic • Foreign Languages: Fluent in Spanish
RELATED WORK EXPERIENCE Student Design Trainee I (Electrical), San Francisco Public Utilities Commission - Water Supply and Treatment Division, Millbrae, CA 20XX-present • Assist electrical engineer with projects related to electrical equipment upgrade and replacement for various water treatment facilities • Projects included: motor control, SCADA systems, and closed circuit television systems. • Prepare AutoCAD drawings and memos, collect and prepare data for different electrical equipment needed for the projects
OTHER WORK EXPERIENCE Senior Clerk Back-up Supervisor, San Francisco Chronicle, San Francisco, CA 19XX-present • Handled escalating customer calls and interacted with supervisors and managers in various departments to resolve problems • Distributed workload assignments, in some daily attendance, implemented call-volume reports for senior department supervisors, trained new hires to become customer service representatives • ... • IEEE - Vice President, 20XX

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