

YOUR NAME

Cell # | yourname@gmail.com | LinkedIn URL | Pittsburgh, PA

EDUCATION

University of Pittsburgh, Pittsburgh, PA
Bachelor of Science in Electrical Engineering

Expected Graduation: April 2024

Community College of Allegheny County, Pittsburgh, PA
Associate of Science in Electrical Engineering and Electronics
GPA: 3.9

Graduated: April 2021

SKILLS

- Circuits and Electronic Circuit Design
- Digital Systems
- Electronic Measurements
- Digital Signal Processing
- Python
- MatLAB
- AutoCAD
- C++

WORK EXPERIENCE

Innovative Electronics Corporation, Green Tree, PA
Electronic Manufacturer

January 2023 - Present

- Assembled electrical systems and/or support structures, as well as installed components, units, subassemblies, wirings, and assembly casings
- Built products such as electronic control devices and sensing equipment
- Read and interpreted drawings, diagrams, blueprints, specifications, and reports
- Tested products to ensure conformance to specifications; adjusted or repaired electrical equipment

The Computer Guys, Moon Township, PA
Computer Assembler

June 2019-January 2021

- Communicated effectively with customers and coworkers, written and orally, to ensure excellent customer service
- Demonstrated problem solving skills to identify alternative solutions, conclusions or approaches to customer problems
- Determined causes of operating errors and quickly resolved the issue

COMMUNITY INVOLVEMENT

Big Brothers Big Sisters of Greater Pittsburgh
Youth Mentor

June 2018 - Present

- Engage with youth 2-4 times per month in activities such as sports, studying, and baking to encourage a supportive relationship

Girl Scouts of the USA

May 2015 - Present

- Achieved Gold Award through efforts to increase technology proficiency among the elderly

HONORS & ACTIVITIES

Institute of Electrical and Electronics Engineers (IEEE)
Member of Phi Theta Kappa Honor Society

December 2022 -Present
August 2022 - Present

INTERESTS

Building computers, traveling, intramural volleyball