

# ELECTRICAL ENGINEERING RESUME

## JUAN CORTES

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## 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 68HC12 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, oversaw daily attendance, implemented call-volume reports for senior department supervisors, trained new hires to become customer service representatives

## LEADERSHIP

- IEEE – Vice President, 20XX



San Francisco State University Career Center

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