

MECHANICAL ENGINEERING RESUME

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Rochelle L. Underwood

- Objective** A position as a mechanical engineer, which will allow me to use my design and problem solving skills to assist in the design and fabrication of mechanical components.
- Education** **B. S. Mechanical Engineering**
San Francisco State University - San Francisco, CA May 20XX
Overall GPA: 3.58 • Engineering GPA: 3.71 • Focus: Machine Design
Honors Received: Dean's List, Golden Key International Honour Society, Tau Beta Kappa Engineering Honor Society
- Relevant Work Experience** **Engineering Technician Assistant** School of Engineering - San Francisco, CA August 20XX - Present
- Designed, analyzed, and fabricated various machine components in support of academic programs
 - Led the re-organization of machine shop and equipment warehouse areas which resulted in identifiable locations of tools and up to 500 square feet of free space, a 20% space reduction
 - Provided technical support services to the Engineering Department Staff and Faculty
 - Organized many events, such as seminars, banquets, and alumni BBQs for up to 200+ persons
- Engineering Assistant** Automatic Controls Engineering - Hayward, CA June 20XX - February 20XX
- Generated tenant improvement drawings upon completion of plan and specifications from mechanical drawings
 - Generated as-built drawings using AutoCAD
 - Assisted in the organization of the office filing system, the purchasing and accounting departments and the generation of informational submittal packets for customers
- Other Work Experience** **Group Leader / Tour Guide** USS Hornet Museum – Alameda, CA November 20XX - Present
- Lead groups of 50+ persons aboard ship for the overnight program.
 - Presented ships history to groups during self-guided tours.
 - Trained new hires for multiple positions and in the programs procedures.
- Additional Qualifications**
- Certified Engineer in Training in the State of California
 - Experience with Microsoft Office, including Word, Power Point and Excel, Dreamweaver, Acrobat, WSFTP, and AutoCAD 2002
- Leadership & Memberships** Interdisciplinary Engineering Student Advisory Board, President, 20XX
Tau Beta Kappa, Engineering Honor Society, President, 20XX-20XX
ASME Student Section, Chair, 20XX-20XX

