

Dolores Jobseeker

1234 Matador Lane Permanent Resident 818-XXX-XXXX
 Northridge, CA 91330 Bilingual: English/Spanish Dolores.job@my.csun.edu

OBJECTIVE **Summer Internship position at the Department of Water and Power**

EDUCATION **Bachelor of Science Degree- Electrical Engineering**, December 20XX
 California State University, Northridge (CSUN)

MAJOR COURSES

Electronics/Lab I & II	Digital Systems Theory/Lab
Linear Systems I & II	Solid State Devices
Probabilistic Systems in EE	Mathematical Models in EE
Communication Systems/Lab	Electromagnetic Fields & Waves
Control Systems/Lab	Fuzzy Logic
Digital Control Systems	

DESIGN PROJECTS

Individual Project: Designed and constructed a binary divider
 Group Project: Designed and constructed a stereo system

ACTIVITIES

President- Society of Hispanic Professional Engineers (SHPE)
 Coordinator, Mentor Program- CSUN

TECHNICAL EXPERIENCE

Technical Intern 12/XX-present
 Metrology West Calibration Labs- Chatsworth, CA

- Calibrate and repair electronic test equipment
- Handle client inquiries and complaints in a respectful and timely manner
- Perform translation services by handling Spanish language correspondence

Lab Assistant 6/XX-12/XX
 ECE Senior Design Lab-CSUN

- Managed the engineering lab and assisted students with experiments
- Maintained lab equipment and systems spares inventory

ADDITIONAL EXPERIENCE

Physics/Math Tutor: Learning Resource Center- CSUN 6/XX-6/XX

Tutor: MESA Engineering Program Tutoring Center 9/XX-5/XX
 and Black Collegian Center, Santa Monica College

COMPUTER SKILLS

Languages:	C++	Visual Basic		
Software:	PSPICE	MATLAB	MathCAD	AutoCAD
Systems:	Windows	UNIX		