

# MECHANICAL ENGINEERING RESUME

17279 Via Carmen  
San Lorenzo, CA 94580  
(510) 589-8431  
[roch\\_underwood@yahoo.com](mailto:roch_underwood@yahoo.com)

## Rochelle L. Underwood

<b>Objective</b>	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.
<b>Education</b>	<b>B. S. Mechanical Engineering</b> 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
<b>Relevant Work Experience</b>	<b>Engineering Technician Assistant</b> School of Engineering - San Francisco, CA August 20XX - Present <ul style="list-style-type: none"><li>• Designed, analyzed, and fabricated various machine components in support of academic programs</li><li>• 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</li><li>• Provided technical support services to the Engineering Department Staff and Faculty</li><li>• Organized many events, such as seminars, banquets, and alumni BBQs for up to 200+ persons</li></ul> <b>Engineering Assistant</b> Automatic Controls Engineering - Hayward, CA June 20XX - February 20XX <ul style="list-style-type: none"><li>• Generated tenant improvement drawings upon completion of plan and specifications from mechanical drawings</li><li>• Generated as-built drawings using AutoCAD</li><li>• Assisted in the organization of the office filing system, the purchasing and accounting departments and the generation of informational submittal packets for customers</li></ul>
<b>Other Work Experience</b>	<b>Group Leader / Tour Guide</b> USS Hornet Museum – Alameda, CA November 20XX - Present <ul style="list-style-type: none"><li>• Lead groups of 50+ persons aboard ship for the overnight program.</li><li>• Presented ships history to groups during self-guided tours.</li><li>• Trained new hires for multiple positions and in the programs procedures.</li></ul>
<b>Additional Qualifications</b>	<ul style="list-style-type: none"><li>• Certified Engineer in Training in the State of California</li><li>• Experience with Microsoft Office, including Word, Power Point and Excel, Dreamweaver, Acrobat, WSFTP, and AutoCAD 2002</li></ul>
<b>Leadership &amp; Memberships</b>	Interdisciplinary Engineering Student Advisory Board, President, 20XX Tau Beta Kappa, Engineering Honor Society, President, 20XX-20XX ASME Student Section, Chair, 20XX-20XX

