

# Robert Smith

## Junior Electrical Engineer

### PERSONAL STATEMENT

3+ years of experiences as a Junior Electrical Engineer. Experience includes Testing of equipment, Installation, Troubleshooting, Maintenance, Power generation, High Voltage Transmission and distribution, Radio Frequency, Analog and Digital circuit design, Hardware programming, Microelectronics, Solar power, Research, and Development. Excellent interpersonal and communication abilities, and possess a wide range of technical skills. Enjoy being part of a team, as well as managing, motivating and training a productive team, and thrives in high pressure and challenging working environments.

### WORK EXPERIENCE

#### **Junior Electrical Engineer**

ABC Corporation - August 2016 - August 2018

##### Responsibilities:

- Responsibilities included electrical system planning including electric distribution layouts, specifications of wiring systems, and analysis of loads.
- Reviewed project construction submittals and shop drawings, updated, revised and reviewed equipment files.
- Trained and managed a team of five employees, ensuring adherence to safety procedures and maintenance of high-quality service standards expected by management.
- Prepared rough drafts of essential project correspondence, meeting minutes, and memoranda.
- Coordinated with other in house disciplines, utility companies, consulting engineers, architects, and contractors to maximize overall efficiency and effectiveness in project design.
- Prepared layout and designed for medium- and low-voltage electrical power and distribution systems.
- Responsible for underground work including cable pulling, installing instruments & threaded rod, trunking, tray, ladder rack, confined space entry, small power, and lighting.

#### **Electrical Engineer Intern**

ABC Corporation - August 2015 - June 2016

##### Responsibilities:

- Analyzed, troubleshoot and corrected the electrical malfunctions.
- Analyzed operation of protective relays when activated upon a trip-out of generating unit to be able to pinpoint the source of the problem.
- Prepared estimates, plans, and specifications for minor plant additions and modifications.
- Designed modifications and additions to existing equipment that require sizing of motors, cables, and accompanying instruments and controls.
- Prepared all special reports on the operation and maintenance of the power generating plant as deemed necessary.
- Prepared special procedures and supervises the operation of electrical

### CONTACT DETAILS

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Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

MS Word, MS Excel, MS PowerPoint, Linux, Unix, Windows-XP, Vista, 2007.

Engineering Tools:  
MATLAB, AutoCAD, Autodesk, Modelsim, LabVIEW

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)