

# AMY BROWN

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## ELECTRICAL ENGINEER II

*Project Management | Exceptional Technical Skills | Strategic Planning and Execution | Time Management and Prioritization  
Problem Resolution and Decision-Making | Interpersonal Relations | Leadership and Team Building | Oral and Written Communication*

### Education

#### Bachelor of Science in Electrical Engineering

Dec 2006

TEXAS A&M UNIVERSITY, COLLEGE STATION, TX

### Qualifications Profile

Detail-oriented, hardworking, and solutions-focused professional, equipped with outstanding knowledge in electrical engineering. Possess excellent ability in formulating effective strategies and plans to achieve solid bottom-line results. Skilled at handling operations and projects. Armed with exceptional leadership skills and exemplary work ethic. Successfully passed the Fundamentals of Engineering Examination. Capable of multitasking in a high-impact and fast-paced environment while simultaneously juggling multiple priorities.

### Professional Experience

COMPANY, HOUSTON, TX

**Production Engineer** • Nov 2010–Present

- Conduct verification of wiring diagrams completed by others and systematically analyze and respond to all technical questions from designers; play an integral role in enhancing the existing products
- Extensively apply product knowledge and technical skills in solving simple application problems
- Ensure accuracy in reading and interpreting electrical symbols and characters as well as modify drawings
- Show expertise in power system and directly relay applications as applied to products
- Assure application of industry standards as applicable to job and product
- Conceptualized one product in the most economical way while ensuring achievement of quality
- Actively attend in house and outside training sessions as well as local professional associations
- Display exceptional knowledge of policies and procedures, work instruction, ISO policies, safety rules and regulations, and vendor products

COMPANY, HOUSTON, TX

**Proposal Engineer** • Feb 2007–Present

- Prepare comprehensive quotations for Power/Vac® medium voltage switchgear sold to industrial customers through General Electric (Supply Division) as well as commercial quote letter with precise project estimation
- Expertly answer all technical questions regarding prepared quotations
- Identify the scope of supply through assessing customer's technical specifications and one-line diagrams
- Expedite project management with purchase orders
- Show and maintain exceptional knowledge of all open proposals
- Render assistance to all field sales to effectively close orders
- Demonstrated success in individually exceeding the quota for FY 2008

### Professional Certifications

#### Registered Engineer in Training

### Affiliations

#### Society of Women Engineers

- Member, Houston, TX: 2007–Present
- Student Engineers Council Representative, Texas A&M University: 2006
- Treasurer, Texas A&M University: 2005–2006
- Public Relations Chair, Texas A&M University: 2004–2005

#### Sri Lankan American Association of Houston

- Secretary, Houston, TX: 2009

#### Sri Lankan Association

- Committee Member, Texas A&M University: 2002–2003

### Awards

#### Society of Women Engineers

Scholarship Award: 2006  
Scholarship Award: 2005

#### Dwight Look College of Engineering

Distinguished Student Award: 2002

#### Department of Multicultural Services

Certificate of Achievement (Academic Excellence): 2002

### Technical Acumen

Microsoft Office Suite | C++ | AutoCAD | Protel | PSpice  
MATLAB | Labview | Solder