

John Doe

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Objective: Detail-oriented and analytical junior seeking an Electrical Engineering internship with BorgWarner.

Education: Oakland University, Rochester, MI Expected Graduation May 2020
Bachelor of Science in Electrical Engineering GPA 3.2

Relevant Course Work:

Virtual Instrumentation	Freshman Design	Statistics
Differential Equations	Multi-Variable Calculus	Engineering Economy
Introduction to Problem Solving	Professional Practices	Physics I & II
Electrical Fundamentals	Engineering Mathematics	

Projects:

- Researched, designed, and created a knot-meter to measure the speed of a boat in knots per-hour
- Created and tested a manual designed to teach students the safe and proper operation of several laboratory machines, including a table saw, band saw, radial arm saw and drill press

Skills:

Lotus Office Suite	Macintosh	HyperCard
Lotus Word Pro	MS Word	V5 CAD Software
Lotus 1-2-3	MS Excel	Adobe Photoshop 5.0
Lotus Presentation	MS PowerPoint	Internet Explorer
C++	MS Publisher	UNIX

Languages: Fluent in Hindi, working knowledge of Spanish

Work Experience: Mucho Merchandise, Rochester, MI June 2016- Present
Customer Relations and Service/Sales Cashier

- Recognized for outstanding service and reliability, and cross-trained into several departments within one year
- Trained over 13 new associates with an emphasis on customer service and safety and monitored their progress
- Proficiently assisted in managing and maintain the warehouse to industry standards
- Collaborated with coworkers on designing end-cap displays and the best use of space while restocking items
- Process over \$5k in financial transactions on a daily basis and balanced cash drawer

Creative Corp, Rochester, MI May 2016-August 2016
Computer Graphics Artist and Multi-media Collaborator

- Collaborated on projects for Ford, USPS, and DTE Energy involving PowerPoint, interactive CD-ROMs and computer graphics
- Worked in a team of 3 interns, 4 designers and 6 salespeople discussing how to best service the customers and complete projects

ABC Restaurant, Rochester, MI May 2014-May 2016
Server

- Provided exceptional service to approximately 120 guests every day while establishing an excellent rapport with clientele
- Complied with country health code regulations to ensure food safety and a pleasant dining experience for all

Activities/Interests: Oakland University Student Congress, Vice President, 2017-Present
Oakland University American Society of Safety Engineers, 2016-Present