

Francesca Polotan

<http://www.francescapolotan.com>

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Skills

C++, Processing, PLC Programming, ZelioSoft 2, AutoCAD, Revit, Inventor, Arduino, PICAXE, HTML, BatchMaster Quickbooks, Microsoft Office (Word, PowerPoint, Access, Excel, Outlook)

Experience

FEBRUARY 2016 - PRESENT

LVS Inc, San Leandro, CA - *Electrical Engineering Intern*

- Designed and programmed multiple algorithms for PLC systems
- Updated and redesigned all product data sheets
- Implemented developed and maintained inventory control policies and procedures
- Managed website redesign process with UI/UX designer

JULY 2012 - JUNE 2014

Kirin Hobby, Hayward, CA - *Production Manager/Social Media Director*

- Inventory: create, update, organize, and manage spreadsheets for products/ manufacturers
- Responsible for maintaining and updating multiple company product databases
- Organizing, packaging, and shipping of products for customers
- Design, develop, and maintain social media strategies for multiple platforms

JULY 2011 - JUNE 2012

Pro ColorFlex, Hayward, CA - *Senior Laboratory Technician*

- Quality Control of ink production
- Color Matching and Reformulation of inks to customer specification
- Light Research & Development

Education

JANUARY 2016 - PRESENT

Laney College, Oakland, CA - *Electrical Engineering*

AUGUST 2015 - DECEMBER 2015

Chabot College, Hayward, CA - *Electrical Engineering*

Overall GPA: 3.0

Community Service

JUNE 2014 - PRESENT

Kids Enjoy Exercise Now (KEEN), San Francisco, CA – *Volunteer Coach*

Guiding and coaching in a swimming program for children with mental disabilities