**Jennifer So**

Address Phone: Email:

September 2nd, 2013

President

EE 400D Robot Company 1250 Bellflower Blvd.

Long Beach, CA 90840 Dear Mr. President,

I am applying for the Manufacturing Line Manager position with the EE 400D Robot Company as advertised on the company website.

My interest in Electrical Engineering grew when I started working with entertainment production equipment. I found myself increasingly drawn to understanding the science behind the technology, and decided to pursue a career in Electrical Engineering.

As a Student Engineer Intern at The Boeing Company for a year and a half, I have had the opportunity to learn about 3D modeling on CATIA V5. Collaborating with a team of electrical engineers, I have worked on wiring design projects for the raceway cabin, onboard networking systems, and lower lobes of various 7-series airplanes. In addition, I have also worked as an Engineer Assistant at LKK Manufacturing, where I had the chance to learn about working with suppliers, logistics, and mechanics to put together efficient production schedules that meet sales and business needs.

I would like to be a candidate for the Manufacturing Line Manager and 3D modeling positions, as my experience in 3D modeling and managing the daily tasks of running a manufacturing plant is highly applicable for the position. Alternatively, I would like to be on the systems team. Given the chance, I would like to work on the Prusa i3 dual extrusion head or the bio-printer projects.

I look forward to hearing from you about the opportunity to join the EE 400D Robot Company. Sincerely,

Jennifer So

**OBJECTIVE**

**JENNIFER SO**

ADDRESS PHONE: **∙** EMAIL:

Seeking a Manufacturing Line Manager position at the EE 400D Robot Company.

# EDUCATION

**Bachelor of Science in Electrical Engineering** December 2013 California State University, Long Beach

**Bachelor of Arts in Psychology** March 2009

University of California, Los Angeles

**PROFESSIONAL EXPERIENCE**

**The Boeing Company, Student Engineer Intern** Long Beach, CA March 2012 – Present ELECTRICAL ENGINEERING - WIRE DESIGN AND INSTALLATION June 2013 – Present

* Design wiring using 3D modeling tools such as CATIA for raceway and lower lobe on 7-series airplanes
* Maintain wire harness detail and assembly design on 737 cabin raceway using CATIA V5, Enovia, and WIRS
* Convert wire harness assembly of raceway models from CATIA V4 to V5

PRODUCT SUPPORT ENGINEERING - FAULT ISOLATION March 2012 – June 2013

* Created fault isolation procedures in FIM for airplane avionics, electrical, lighting, and hydraulic systems with the use of wiring diagrams and system schematics
* Updated FIM troubleshooting procedures for electrical components and electrical systems
* Teamed with the e-MOD organization to convert older, non-SGML troubleshooting documents into modern SGML data, and enhance Fault Isolation Manual products to include digital services to all airline customers

**LKK Manufacturing, Engineer Assistant** Industry, CA June 2010 – March 2012

* Work with vendors, logistics and mechanics to create production schedules that meet sales and business goals
* Tracked inventory, monitored daily usage trends for production line, and managed logistics of machinery parts
* Maintained contractor and vendor relations to obtain necessary building maintenance services, machinery parts, and engineering tools for optimal pricing and quality

**Comcast Networks, E! News Intl Production Intern** Los Angeles, CA January 2009 – May 2009

* Assisted in editing E! News program content for international E! News launch

**Sony Pictures Television, Programming Intern** Culver City, CA September 2008 – December 2008

* Compiled research material for pilot projects for content and quality control purposes

**TVB**, **Programming Assistant** Norwalk, CA June 2008 – August 2009

* Ran File Transfer Protocol (FTP) to ensure successful and timely publication of television broadcast content

# ACADEMIC RESEARCH

**CubeSat at Cal Poly Pomona** June 2013 – Present

* Develop low cost miniaturized satellite for space research using MATLAB and MPLAB
* Collaborate with electrical team to create PID control system to control gyros

# TECHNICAL SKILLS

MATLAB, CATIA V5, Xilinx, SAP, eMOD, WIRS, Enovia, Microsoft Word/Excel/Outlook/Powerpoint/ Publisher Adobe Acrobat Pro, Photoshop, InDesign, SPSS

# ORGANIZATIONS/AFFILIATION

**Boeing REACH** March 2012 - Present

**Biomedical Engineering Society (BMES) –** *Treasurer* August 2012 – May 2013

**Institute of Electronic and Electrical Engineers (IEEE)** August 2010 – Present