

**RICHARD ANDERSON**

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Carlisle, MA 01741,  
(123)-456 7890.

**OBJECTIVE:**

Seeking an entry-level position within the Engineering Department of a manufacturing facility.

**EXPERIENCE:**

**Castle Island Engineering Works, South Boston, MA**

**May – Sept 2001**

**Summer Placement**

- Performed time studies on each process in a large manufacturing area.
- Planned the floor layout for a new automated production line.
- Completed Auto-CAD drawings for the Senior Engineer on line layout and ergonomic space-saving concepts.
- Identified potential bottlenecks to production, and developed methods to reduce and prevent these impediments to efficiency.
- Completed change requests on production procedures and drawings.

**Douglas Engineering Co. Ltd., Cambridge, MA**

**June – Sept 2000**

**Summer Placement**

- Completed Auto-CAD drawings of proposed layouts for a large production facility in Boston.
- Reviewed production procedures and engineering specs including machine drawings prior to submittal for review in the change process.
- Developed and maintained a database for tracking tech files, equipment specs, equipment installation checklists etc.

**EDUCATION:**

**Boston University, Boston, MA**

**2000 - Present**

BS in Mechanical Engineering, Graduated with Honours.

**Boston College, Boston, MA**

**1999 –2001**

BS in Computer Science

**RELEVANT INFORMATION:**

- Proficient in Microsoft Word, Excel, Access, PowerPoint, Auto-CAD and Java.
- Participated in a two-week course in Machine Design, Christmas 2000.
- Other interests include Aircraft Model making and design, carpentry and tool making.
- Hobbies include Football, Hockey, Swimming and Reading.