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HAMED OMIDIRAN

tomiwa.omidiran@gmail.com | (682) 408-7196

Aubrey, Texas 76227

EDUCATION

EXPECTED IN 12/2020

The University of Texas, Arlington, TX

BS: Mechanical Engineering

05/2016

Cumulative GPA: 3.148

Tarrant County College, Arlington, TX

07/2014

Associate of Science:

PROFESSIONAL SUMMARY

Emerald High School, Ogun State
Enthusiastic college student with upcoming Bachelors in Mechanical Engineering and a minor in Mathematics. Detail-oriented and motivated to stay on task, meet aggressive timelines and accomplish goals. I am actively seeking a position where I can optimize my problem-solving and organizational skills to contribute to increased customer satisfaction.

SKILLS

- Microsoft Office
- Microsoft Excel
- Python programming
- Fluency in Yoruba; limited proficiency in French
- SolidWorks and MATLAB
- Initiative
- Team collaboration
- Outstanding communication skills

WORK HISTORY

Intern | Total Oil And Gas Company - VI, Lagos 07/2018 - 08/2018

- Organized company files and created support system to decrease workload and increase productivity of supply managers.
- Communicated with major oil companies to obtain authorizations for incoming oil barrels .
- Used SAP software to archive paper documents electronically, increasing usability and office organization.
- Took detailed meeting minutes, prepared meeting rooms and compiled paperwork to support supply department.
- Helped with administrative support, including managing incoming calls, coordinating files and sorting mail.
- Maintained functional office equipment with excellent troubleshooting and maintenance abilities.

- Increased productivity by 10%.

Intern | Kewalram Chanrai Group - Isolo, Lagos 05/2018 - 06/2018

- Tested newly installed equipment to determine proper functionality and compliance with regulations.
- Assembled machines and mechanics according to instructions.
- Produced comprehensive service records of all maintenance and repair tasks for customers.
- Replaced damaged, missing or defective parts with new and refurbished components.
- Performed routine maintenance and repairs using hand and power tools to maximize reliability.

Mathematics Tutor | Tarrant County College - Arlington, Texas 09/2014 - 12/2015

- Assisted students with mathematics coursework in algebra, trigonometry, calculus 1 and 2, and statistics.
- Performed front desk duties including scheduling appointments with tutors and ensuring proper sign-in and sign-out before and after tutor sessions.

Intern | Coca-Cola Bottling Company - Ikeja, Lagos 03/2013 - 05/2013

- Gained hands-on engineering experience by shadowing chemical engineers in bottling plant.
- Assisted preceptors with monitoring and regulating carbon dioxide levels to ensure carbonation is within acceptable standards.
- Answered incoming telephone calls, took down messages and provided information.
- Sorted and organized materials such as physical files, tracking spreadsheets and reports.

STUDENT ACTIVITIES

Phi Theta Kappa honors society

- Secretary, Aug 2015 - May 2016

National Society of Black Engineers,

- Public relations officer, Sept 2018 - May 2019

VOLUNTEER ACTIVITIES

Mission Arlington

- Volunteer, Aug 2017 - Present

Feed my Starving Children

- Volunteer, Aug 2017 - Present

Arlington Life Shelter Dinner

- Volunteer, Aug 2016 - July 2017