

Matthew Smalley

Internship: Application

Experience

May 2025 – August 2025

Richardson Electronics: Intern

- Work with manufacturers to design and create PCBs
- Use SolidWorks to design and model products and fixtures
- Worked with a team of engineers to improve lab design
- Communicate and work effectively in an engineering team

August 2023 – Present

Northern Illinois Housing: Community Advisor

- Responsible for 30 residents in a community
- Work with students to settle disputes
- Work in a team with Police, housing staff, and other CAs to problem-solve

August 2023 – Present

Northern Illinois Housing: Desk Assistant

- Assist residents with concerns to form actionable solutions
- Work with housing staff team to provide appropriate service
- Promote positive environment for resident students

April 2021 – August 2023

Goldfish Swim School: Supervisor; Lifeguard; Instructor

- Address parental concerns and respond to public enquiries
- Facilitate action items between management and teaching staff
- Train and appraise employees to ensure professional competency
- Work with students to address specific skills and other challenges

References

Ashley Kerley

- Pro Staff Stevenson Dorm (Northern Illinois Housing)
- akerley@niu.edu

Joseph Abdelmelek

- AV Manager (College Church: Wheaton, IL)
- (312) 375-8757

Josh Rogoff

- Manager of Lesson Quality (Goldfish Swim School: Glen Ellyn, IL)
- (973) 222-5709

Motivated and dependable applicant seeks the position of Intern to use proven experience and skills to learn to help the company and work effectively in a team

Education

August 2023 – Present

Northern Illinois University

- Mechanical Engineering student
- GPA: 3.875
- Treasurer for the NIU Jiu-Jitsu Club
- Dean's List

Skills

- ✓ Responsible
- ✓ Dependable
- ✓ Creative
- ✓ Motivated
- ✓ Empathetic
- ✓ Experienced
- ✓ Teachable

Contact

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