

Linda Chigbo

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HIGHLIGHTS OF QUALIFICATION

- Engineering: prototyping, CAD modeling, technical writing, project management
- Computer science: programming, debugging, and testing
- Functional knowledge of Java, Visual Basic, VHDL, C, MATLAB
- Productivity tools: Windows 7/8, Linux, Microsoft Office
- Strong functional knowledge of higher mathematics and signals processing in continuous time

EDUCATION

Bachelor of Engineering Degree in Electrical Engineering
York University, Toronto, ON

Expected 2017

Relevant Courses

- ENG 1001: Technical writing: I learned to write technical documents as used in the workplace, proper grammar and writing style. I utilized this knowledge in a group project that i had to do and produced good results
- ENG 1000: Engineering Design: Built, assembled, programmed and designed robots in C++ using Vex robotics design system
- EECS 2200: Electrical Circuits: Built RC and RL circuits. Analyzed and calculated AC circuit and power factor equations. Simulated circuits using OrCAD
- EECS 2021: Computer organization: Evaluated computer performance and compared between different architectures, hardware and design. I also translated high level MIPS code into assembly language
- EECS 2602: Signals processing in continuous time: Described physical properties in terms of signals and system, and described the properties of CT times. I also used MATLAB to design and analyze CT signals/systems

Awards

- Recipient of The Career Foundation/ Loran Gilao Memorial Award (2013 – 2014)
 - Indicated strong community service and leadership skills and also had a cumulative grade point average above 7.0. Awarded amount of \$1900

- Recipient of The Gordon and Agnes (Twambley) Brash Award in Engineering (2014-2015)
 - Achieved a cumulative average above 7.0 and for being enrolled in an engineering degree program at York University. Awarded amount of \$4580

WORK EXPERIENCE

Data Entry Clerk (summer and part-time)

June 2014 – August 2014

GiveNGo Prepared Foods, Etobicoke, ON

- Collected daily log information on Excel sheets in an accurate and met a tight deadline. I received commendation from my senior manager for collecting the most number of logs per day along with an offer for a permanent position at the company
- Dispatched email reminders to senior staff members and compiled short report for the company's inventory control
- Processed a high volume of customer requests, courteously answered help desk inquiries and thereby increased the number of clients processed daily

Shipping Coordinator

March 2012 - September 2012

IMS Fast Pak, Brampton, ON

- Contributed organization skills to a growing company which led me to move from a general laborer position to shipping coordinator position quite easily
- Ensured products were well packaged, addressed to the right client and ready in time for shipping. This improved the work process by 10%
- Took the initiative to know the products that are out of stock to prevent long customer wait time and avoid delay in processing

VOLUNTEER EXPERIENCE

Peer Mentor – Lassonde School of Engineering (May 2014 – present)

- Offered advice and support to new and current students, got students involved in group meetings to discuss about their needs
- Successfully built personal relationships with students and faculty members and created a friendly rapport between students and their faculty mentors
- Assisted new students with transition into University by giving them tips and addressing common pitfalls

Board Member – York Federation of Students (February 2014 – present)

- Represented my faculty – Lassonde School of Engineering in board meetings while addressing students' concerns
- Served as a liaison between students under my faculty and the department leaders
- Helped in the reach out and campaign for the student center referendum and got the board of governors approval for the proposed structure

Personal Interests

- Love travelling, hiking, biking and running and learning. I'm currently taking swim lessons to improve the one skill that I'm yet to acquire.