

## Grace Zhang <Electrical> Engineering Student

Address \_\_\_\_\_ xxxxxxxx@gmail.com | phone number \_\_\_\_\_

November 6<sup>th</sup>, 2020

Dear hiring team:

It is with great interest that I apply for the position in WSP. As someone who always values the importance of water recycling, I am truly inspired by WSP's efficient and innovative approaches in terms of water and waste water treatment plans. My education in electrical engineering, as a third year student, in addition to my good knowledge of Microsoft Excel and my communication skills make me a strong candidate for this position.

During my study at UBC, I have a variety of experience of volunteering and have participated in multiple engineering student teams. As the Advertising & Recruitment Representative of UBC IEEE, I am able to effectively communicate with other society leaders about their advertising needs and utilize as many advertising channels as possible to promote our events. My experience at UBC IEEE has greatly developed my leadership and communication skills.

I believe these valuable skillsets will greatly benefit me at workplace and I will be able to provide valuable contribution to WSP. I am very excited about this opportunity and look forward to discussing it further

Warm regards,

Grace Zhang

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## TECHNICAL SKILLS

### Electrical(Hardware)

- Oscilloscope
- Signal Generator
- Multimeter
- Soldering Iron
- Circuit Analysis/Design

### Computer(Software)

- Word, Excel, PowerPoint
- MATLAB
- C Programming Language
- Visual Studio
- SOLIDWORKS
- 8051 assembly
- ARM assembly
- Verilog HDL
- CircuitMaker

### Language

- English
- Mandarin

## EDUCATION

University of British Columbia  
*Bachelor of Applied Science - <Electrical> Engineering*

Expected May, 2022

## TECHNICAL WORK EXPERIENCE

Tianjin Keyvia Electric Co.Ltd, Tianjin, China  
*Assistant Electrical Engineer*

June, 2020 – July, 2020

- Did self-learning on RSLogix5000 within one week and participated in electrical design.
- Helped design part of the electrical system for Tianjin Underground 10<sup>th</sup> line based on PLC system.
- Assisted in functional testing.

## TECHNICAL PROJECTS

**Reflow Oven Controller, UBC**

February, 2020

- Used 8051 assembly to program
- Designed a Reflow Oven Controller following a specific reflow temperature profile with a speaker broadcasting the temperature and the operation state during state transition.
- Met all functional requirements and added extra features
- Achieved successful teamwork with effective communication and strong problem solving skills.

**Embedded Digital Thermometer, UBC**

January, 2020

- Used 8051 assembly to program
- Built an embedded digital thermometer with the AT89LP51RC2 microcontroller and used python to communicate with the microcontroller and generate a temperature strip-chart on a host computer.
- Met all functional requirements and added extra features

**Reduced Instruction Set Computer, UBC**

November, 2019

- Used Verilog to program.

- Built a “Turing complete” computer that implements a “Reduced Instruction Set Computer” (RISC) and can be written to implement any algorithm that can run within the 256 word memory based on DE1-SoC.

**PageRank, UBC**

**October, 2019**

- Wrote a C program that used MATLAB to compute the PageRank of a web of hyperlinked pages.

## ENGINEERING STUDENT TEAMS

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**UBC IEEE Student Branch**

**September, 2020-present**

**Position: Advertising & Recruitment Representative**

- In charge of advertising for IEEE main events, such as IEEEExtreme and IEEE Recruitment night.
- Communicate with other society leaders frequently and utilize multiple advertising channels to promote team events.

**UBC ACCEPT**

**October, 2019 -- present**

**Position: Marketing Placement**

- Made posters and gave public speeches and successfully gained participants for the club.
- Advertised and volunteered for the Transportation Innovation Challenge Event.
- Did planning and marketing work for the resume workshop.

## OTHER WORK EXPERIENCE

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**Kung Fu Tea, Vancouver, BC**

**September, 2019 – December, 2020**

**Position: Bubble Tea Cashier and Barista**

- Was able to serve hundreds of customers per day in both English and Chinese.
- Handled multiple tasks effectively in a fast-paced working environment.

## VOLUNTEER EXPERIENCE

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**Think Engineering 2020, Vancouver, BC**

**January, 2020**

**Position: Assistant**

- Work with the IEEE TE team before and during the event.
- Was in charge of guest check-ins and inquiries during the event.
- Worked productively in a fast-paced and demanding situation and communicated with the coordinator effectively when needed.

## AWARDS

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- The Outstanding International Student(OIS) Awards

**March 2019**

## PROFESSIONAL AFFILIATIONS

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IEEE membership

**2020 – Present**

## INTERESTS & ACTIVITIES

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- **stock trading**
- **amateur flute player for 8 years**