

# Koen Schreij

## Electrical Engineering Student

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## Professional Summary

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Greetings! I'm Koen, an accomplished senior in Electrical Engineering Technology with a specialization in electronics. As I near the completion of my senior year with a 4.0 GPA, I reflect on a journey marked by academic rigor, hands-on exploration, and a deep-seated passion for technological innovation.

Amidst the tumultuous backdrop of the COVID-19 pandemic, I found myself at a crossroads, grappling with the uncertainty of the times. It was during this period of introspection that I made a resolute decision to chart a course in electrical engineering technology, driven by a keen interest in electronics and a thirst for practical problem-solving.

Throughout my academic pursuit, I've honed my skills and expanded my knowledge base in various facets of electrical engineering technology. From circuit analysis to digital systems design, I've delved into the intricacies of electronic components and systems, gaining a nuanced understanding of their operation and application.

One area that particularly captivates me is the realm of microcontrollers and embedded systems. From Arduino to PIC, I find immense satisfaction in harnessing the power of these devices to realize innovative solutions to real-world challenges. Whether it's designing custom circuits, programming firmware, or integrating sensors and actuators, I relish the opportunity to apply my skills in the development of cutting-edge electronic systems.

As I prepare to graduate, I am eager to further refine my expertise and explore advanced topics within electrical engineering technology. From industrial automation to telecommunications, I am excited to immerse myself in diverse domains where electronics play a pivotal role in driving progress and innovation.

In pursuit of practical experience and professional growth, I am actively seeking internship or co-op opportunities that offer hands-on exposure to real-world projects. If your organization is seeking a dedicated and resourceful team member with a strong foundation in electrical engineering technology and a passion for electronics, I would welcome the opportunity to connect and explore potential collaborations.

Authorized to work in the US for any employer

## Work Experience

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### Sales Coordinator

Dream Hotel Group, LLC-New York, NY

November 2019 to March 2020

- Establish client base of organizations, associations, social groups, and corporate businesses through direct outside and inside sales.
- Responsible for meeting and exceeding sales goals as established by Area/Regional Director of Sales & Marketing and/or General Manager.
- Initiate and follow up on leads.
- Offer creative thinking with social media and room night packages to grow customer loyalty and customer experiences.
- Achieve and grow yearly top-line revenues.
- Achieve and grow local account and global account partnerships.
- Seek out new business.

- Shift market share business from comp set hotels.
- Create accurate contracts.
- Communicate needs directly to hotel operations team to ensure guest satisfaction.
- Develop market mix of business and recognize top producers.
- Grow and develop group business.
- Maintain accurate records.
- Conduct a professional, thorough site inspection of the hotel with clients, exhibiting key features and benefits of the property

### **Area Reservations Manager**

Dream Hotel Group-New York, NY

September 2017 to November 2019

Performs audits and maintenance on all systems such as PMS, CRS, RMS, and sales & catering systems to ensure content and information is correct;

- Evaluates and monitors department's efficiency;
- Assists Directors of Revenue of multiple properties with tasks/responsibilities as needed;
- During sell-outs, closely manages inventory and communicates system changes to management of multiple properties;
- Assists with updating and loading group/negotiated rate codes in Opera PMS and SynXis CRS;
- Works closely with Directors of Front Office and Revenue of multiple properties to ensure their departmental objectives are met;
- Reviews daily arrivals and audits duplicate reservations, rate code errors, and double checks that traces are in place for the respective departments;
- Communicates fraudulent bookings through appropriate channels internally and externally to accurately

maintain hotel inventory;

- Handles customer complaints and provides feedback as necessary to appropriate departments;
- Prepares department schedule and completes payroll;
- Assists in the capacity of Reservations Sales Agent when needed;
- Hires, trains, disciplines, and recognizes Reservations Agents;
- Supports Reservations team in day-to-day problem-solving issues that arise between customers, departments, and co-workers;
- Conducts annual staff reviews;
- Follows and implements all hotel procedures, employee handbook guidelines, and fire/safety regulations;

### **Front Office & Revenue Manager**

The Grand Summit Hotel-Summit, NJ

February 2016 to September 2017

Managed all front office operations including, but not limited to: revenue management, guest registration (check-in/check-out), room inventory and availability, guest service standards and initiatives, product quality, and policy/procedure implementation and enforcement;

- Managed bell services department, including guest transportation;
- Managed concierge services;
- Monitored and developed team performance by providing supervision, scheduling, and recognition;
- Monitored and assessed service and satisfaction trends, evaluated and addressed issues, and made improvements accordingly;
- Arranged meet and greets with guests and responded to guest inquiries, requests, and issues in a timely, friendly, and efficient manner;

- Initiated and implemented upselling techniques to promote hotel services and facilities in order to maximize room occupancy and overall revenue;
- Ensured team members had current knowledge of hotel products, services, facilities, events, pricing, policies, and knowledge of the local area and events;
- Maintained excellent communication with the housekeeping and maintenance departments;
- Recruited, interviewed, trained, and developed team members;
- Maintained guest reward programs and front office files;
- Negotiated special rates with nearby companies using Lanyon;
- Acted as Manager On Duty as scheduled;

### **Front Desk Supervisor**

The Grand Summit Hotel-Summit, NJ  
March 2015 to February 2016

Supervised the front office staff;

- Trained new staff;
- Assisted the reservations manager with the 14-day and 306090 revenue forecastings;
- Opened and closed room types and rates;

### **Guest Service Agent**

The Grand Summit Hotel-Summit, NJ  
November 2013 to March 2015

Performed guest check-ins and check-outs on a daily basis;

- Received and acknowledged reservation requests, cancellations, and charges;
- Ensured guest satisfaction by rectifying complaints and making reservations for both restaurants and transportation;

### **Manager's Assistant**

Van den Hout Automaten-Dordrecht, NL  
October 2012 to August 2013

Aided the manager with various tasks, such as collecting, organizing, and analyzing product data to be made into financial offers;

- Applied leadership and problem solving skills to make the company more efficient in handling product orders;

## **Education**

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### **Electrical Engineering Technology (Bachelor of Science)**

Excelsior University-Albany, NY  
August 2021 to Present

### **Leisure and hospitality (Associates of Applied Science)**

Da Vinci College-Dordrecht  
2010 to 2012

### **High school diploma**

Insula College-Dordrecht  
2006 to 2012

## Skills

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- Digital circuit design
- Microcontroller circuit design
- Wiring diagram creation
- FPGA circuit design
- C#
- Filter circuit design
- Revenue Management
- Electrical experience
- Organizational skills
- Electrical robotics implementation
- Programming in engineering
- EAGLE
- Embedded Software
- C/C++
- Sensor circuit design
- Analysis skills
- Electrical wiring
- Systems analysis
- Circuit design
- Electrical systems
- Electrical functional testing
- Computer skills
- Project management
- PCB design
- Business networks
- Communication skills
- Altium Designer
- Microprocessors
- Technical drawing
- Embedded systems programming
- System design
- Simulink
- Switching circuit design
- Schematics
- Design engineering
- 3D Printing
- CAD
- Python

- LTspice
- Electrical control system implementation
- Microsoft Office
- KiCad
- Electrical schematic design
- Electronics design
- Electrical field testing
- Debugging
- Verilog
- MATLAB
- SolidWorks Electrical
- Windows
- Multisim
- Java
- Engineering troubleshooting
- Linux
- Circuit testing
- Schematic capture
- PLC programming
- Sensors
- PCB
- Electrical mechatronics implementation
- Feedback control
- Management
- C++
- Microcontrollers
- AutoCAD Electrical
- Integrated circuits (ICs)
- Oscilloscope operation

## Languages

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- Dutch - Fluent
- English - Fluent
- German - Intermediate

## Links

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<http://LinkedIn.com/in/KoenSchreij>