

# Jane Engineer

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## Position Sought

Summer 2017 Internship in Engineering; possess strong work ethic, am a fast learner, and strive to meet or exceed all work deadlines.

## Education

**BS in Electrical Engineering, Mathematics minor**  
University of Wyoming (UW); Laramie, WY  
EE program is ABET accredited

graduation expected May 2021  
GPA 3.42

## Skills

- Web Content Management Systems
- Microsoft Excel, Word, PowerPoint
- Understand lab safety due to monthly training
- Self-starter / Self-motivated
- Verbal and written communication skills gained through report rewriting and attending regular lab meetings

## Work History

**UW Engineering Department:** Laramie, WY

Aug 2019 - Present

- **Lab Assistant:** provide assistance to faculty and graduate students performing lab experiments, organize and maintain a lab-sample filing system that has 300+ drawers of samples, maintain confidentiality of lab results, meet weekly with team members and update lab reports for supervisor, update lab website weekly, work 17 hours per week while being a full-time engineering student.

**Cold Ice Delivery:** Cheyenne, WY

Summer 2019

- **Driver:** Delivered ice to surrounding businesses. Responsible for up to \$2500 dollars a day in product, worked independently throughout each day.

**Fun City:** Cheyenne, WY

Summer 2018

- **Sales:** Worked individually throughout the day. Responsible for customer support, sales, money, and freight. Was trusted to be a key holder and opened/closed the facility each day.

**Laramie County School District:** Cheyenne, WY

Aug 2018 - Mar 2019

- **Student Assistant Coach:** Used verbal communication skills as well as patience to teach an average of twenty players a range of skills in basketball, football, and track.

## Accomplishments

Dean's Honor Roll

President's Honor Roll

Earned seven academic scholarships due to academic success and maintaining a solid GPA

## References

Available if needed