

CIVIL ENGINEERING RESUME

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ROSANNA SANCHEZ

Objective To obtain an internship position in civil engineering

Highlights

- Hard worker with excellent communication and team work skills
- Experience as project lead in large group project
- Bilingual in English and Spanish
- Familiar with Microsoft Office 2000, Word, Excel, PowerPoint

Education

San Francisco State University, San Francisco CA
B.S in Civil Engineering, expected graduation May 20XX

Related Coursework

AutoCAD, Engineering Mechanics, Dynamics, Mechanics of Solids, Thermodynamics

Work Experience

20XX – 20XX, Shamrock Building Supplies

Coordinator and Sales Manager

- Sold cement and concrete to construction workers
- Determined client needs, developed proposed budget and followed up after sale as needed
- Increased sales from \$40 thousand to \$75 thousand in two years
- Open and closed cash drawers as needed

Membership

- American Society of Civil Engineers (ASCE)
- Society of Women Engineers (SWE)
- Math Engineering Science Achievement Program (MESA)
- Educational Opportunity Program (EOP)

Volunteer Tutor children, ages 8-13, in Math and Language at Church

