

ELECTRICAL ENGINEERING RESUME

JUAN CORTES

1932 West Circle
South San Francisco, CA 94080
jcortes@hotmail.com
(650)749-XXXX

OBJECTIVE

To obtain an entry-level electrical engineering position

EDUCATION

B.S. Electrical Engineering, 20XX
San Francisco State University, cumulative GPA: 3.96
Dean's List, Graduated with Honors 20XX, Summa Cum Laude, San Francisco State University

RELEVANT COURSEWORK

Linear Systems Analysis, Electronics, Basic Computer Architecture, Electromechanical Systems, Electromagnetics, Communication Systems, Design with Microprocessors, Digital Signal Processing

CERTIFICATES

- s Engineering in Training, certificate No. EIT 122475, issued June 24, 20XX
- s Board for Professional Engineers and Land Surveyors

SKILLS

- s Computer Hardware: IBM compatible computers, Motorola 68HC12 Microcontroller, PLC's
- s Computer Software: AutoCAD, ActiveCad, Excel, Pspice, Matlab, VHDL, Verilog
- s Programming Languages: C++, Pascal, Visual Basic
- s Foreign Languages: Fluent in Spanish

RELATED WORK EXPERIENCE

Student Design Trainee I (Electrical), San Francisco Public Utilities Commission – Water Supply and Treatment Division, Millbrae, CA 20XX-present

- s Assist electrical engineer with projects related to electrical equipment upgrade and replacement for various water treatment facilities
- s Projects included: motor control, SCADA systems, and closed circuit television systems.
- s Prepare AutoCAD drawings and memos, collect and prepare data for different electrical equipment needed for the projects

OTHER WORK EXPERIENCE

Senior Clerk/Back-up Supervisor, San Francisco Chronicle, San Francisco, CA 19XX-present

- s Handled escalating customer calls and interacted with supervisors and managers in various departments to resolve problems
- s Distributed workload assignments, oversaw daily attendance, implemented call-volume reports for senior department supervisors, trained new hires to become customer service representatives

LEADERSHIP

- s IEEE – Vice President, 20XX



San Francisco State University • Student Involvement & Career Center
1600 Holloway Ave, Student Services Building 206, San Francisco CA 94132
Tel: 415/338-1761 • Fax: 415/338-2979 • sicc@sfsu.edu • www.sfsu.edu/~sicc