RESUME WRITING

Resumes are documents that summarize your education, relevant experience, and activities. You may write a resume to submit electronically as part of an application for an internship, job, graduate school or scholarship. You will need to bring printed copies of your resume to career fairs and other recruiting events with employers.

Employers seek candidates with strong written communication skills. Your resume is the first example of your writing that recruiters will see. It should be accurate, concise, and easy to read.

GENERAL TIPS FOR A WINNING RESUME

DO...

- **Show don't tell** why you are qualified with concrete, measurable examples of your accomplishments from jobs, projects, and activities.
- **Organize experience in sections** to allow you to put most relevant information near the top
- **List specific experiences** in reverse chronological order.
- **Focus on skills and experience** that are most relevant to your current career objective but save some details for an interview.
- **Use "action" verbs** and active (not passive) voice to describe your accomplishments. Make every word count!
- **Keep it short** and direct, one page for undergrads.
- **Proofread before sending**! Have someone else review your resume too.
- **Submit job application** documents as a .pdf so formatting is preserved (unless the instructions say otherwise.)
- **Update your resume** at least once a semester while you are in school, then once a year.

DO NOT...

- worry if you think you have limited relevant experience - that's why you're seeking an internship, co-op or other job now!
- include a photo or personal information (social security number, marital status, birthdate) or anything that is irrelevant to your qualifications.
- take up space listing every job duty or responsibility for every experience.
- simply list adjectives, a bunch of buzzwords, or soft skills like creative, hard-working, enthusiastic, etc. without evidence.
- use acronyms like UMCP or ENES100.
- use multiple font colors or styles, or "cute" bullet points. You don't want the format to distract from the content.
- use full sentences or first person pronouns: ~~I, mine, my, me,~~ etc.
- expect your computer's spelling or grammar check to catch every error.
- list references on your resume. Have a separate document with their contact information.

RESUME FORMAT & AESTHETICS

General Resume Format

Your resume should be clear, simple yet aesthetically pleasing. Make it easy for the reader to find the information about you that they need.

In a 5-10 second scan of your resume, the reader should be able to identify your current career objective and your principal qualifications.

In general, you will divide your document into sections, using descriptive headings. Within a given section, list each experience in reverse chronological order (starting with the most recent experiences).

Document Size and Shape

☐ In the U.S., a resume should be on letter sized paper (8.5" x 11").

☐ Your entry level resume should be on one page (for industry). If you have 5+ years of experience or you are applying for federal jobs, your resume may have more than one page.

☐ Keep margins between 0.5 and 1.0 inch on each edge, including headers and footers.

☐ Align text to the left. Justified text can be harder to read.

☐ Align dates and locations to the right.

☐ Avoid using resume templates. It can be tricky to maintain format while you edit the document later.

☐ Tables can help you align dates, locations, headings, etc. However, they may not convert easily to text formats used by some document readers. Learn how to use Styles and tabs in your document editor to better organize the information.

☐ Find a balance between text and white space.

Fonts, Symbols, Colors

Use a single easy to read, TrueType font in 10-12 point size. Here are a few good choices, shown here in 11 point size:

Arial   Bookman Old Style   Calibri   Garamond   Perpetua   Times New Roman   Tahoma

Avoid unprofessional, script, or immature fonts like these:

NO   Broadway   Chiller   Comic Sans   Lucida Handwriting

Use font styles and sizes in a uniform and consistent way throughout your resume:

Bold   <u>Underline</u>   *Italics*   ALL CAPS   SMALL CAPS

Use simple bullet points to list relevant accomplishments for each experience. Keep bullets points to two lines each:

• or ● or ▪ or – are acceptable

Avoid using multiple levels of bullets, or "cute" bullets like

NO ➢ or ☑ or ⊕ or ⊖

For font color, stick to black. Colors tend to fade rather than stand out when printed in grayscale or scanned.

Online Applications & Your Resume

Some employers use applicant tracking systems (ATS) for screening resumes. Special formatting does not translate well when pasted into an electronic application's text box.

For that reason, avoid the following:

• Special symbols

• Columns

• Horizontal and vertical lines

• Tables

Look carefully through each online text resume you submit; make sure that it is as legible and reader-friendly as it can be. Remember, your electronic resume will probably be scanned by software AND read by a human being.

Contact Information

Include:
- legal name
- mailing address
- phone number with area code
- email address

Optional:
- LinkedIn or personal website url
- U.S. citizenship or permanent residency

Generally omit:
- Date of birth or other irrelevant personal information
- Photo

> **GEPETTO C. COLLODI**
> 123 Puppet Rd. • Pescia, MD 20742
> (301)123-4567 • gcollodi1883@umd.edu
> Linkedin.com/in/gepettopuppets

Education

Include:
- degree seeking (B.S., M.S., etc.)
- major field of study
- expected graduation (Month Year)
- University name & location
- GPA (cumulative and/or major, if ≥ 3.0)

Optional:
- other colleges you have attended
- honors/awards/minors/certificates/special programs
- course highlights (see Objective, below)

Generally omit:
- High school name (after freshman year of college)
- AP or other college entrance test scores

> **B.S. Mechanical Engineering**   **Expected May 2020**
> University of Maryland   College Park, MD
> Major GPA: 3.75
>
> **A.S. Engineering**   **May 2017**
> Prince George's Community College   Largo, MD
> Dean's List all semesters   Cumulative GPA:3.97

Skills

Include:
- Software and hardware used in your target industry or type of job
- Certifications valued in your industry (including security clearance for government jobs)
- Lab skills, techniques, protocols
- Relevant hands on skills, equipment
- Foreign languages you speak/write well

Generally omit:
- Subjective traits (creative thinker, team player)
- Skills that are not relevant to current career objective

> **Programming:** Java, C++
> **CAD:** Autodesk Inventor, SolidWorks
> **Engineering:** Machining, rapid prototyping
> **Languages:** Spanish, Italian (fluent written and spoken)

Experience

Types of experience to include:
- Internships (paid or not)
- Previous or current jobs
- Technical projects (independent or class)
- Engineering competitions

For each experience, include:
- Your job title or role
- Name of company/project/organization
- City, State or Country
- Dates employed (months and years)
- Where needed, bullet points with succinct description of relevant accomplishments in a consistent verb tense

Group experiences under headings that catch the reader's eye, such as:

ENGINEERING PROJECTS
CHEMICAL ENGINEERING EXPERIENCE
LEADERSHIP EXPERIENCE
RESEARCH EXPERIENCE
WORK EXPERIENCE

> **TECHNICAL EXPERIENCE**
>
> **Over Sand Vehicle Project**   College Park, MD
> Mechanical Sub-team Leader   Sept. – Dec. 2016
>
> **GCC Toy Factory**   Toscana, MD
> General Manager   Jan. 1883 – Feb. 1940

Depending upon your individual background and the positions/ industries you are considering, you might also include some of the following information on your resume. Not every college student's resume needs all of these sections.

Activities/ Affiliations

Employers report that they favor students who have held leadership positions in college or who are actively involved in campus and community organizations outside the classroom.

Include:
- Activities that highlight transferable skills and interests relevant to the job or industry
- Professional organizations
- Student clubs
- Sports teams or performance groups
- Volunteer work or community organizations
- Can include bullet points that highlight accomplishments

Generally omit:
- Affiliations or activities that might set you up for potential discrimination in the hiring process

> **Engineering Fraternity**   College Park, MD
> *Philanthropy Chair*   May 2016 – Present
> • Organized carnival with games and attractions, raising over $4,000 for Lost Boys Foundation.

Honors and Awards

Under Education or as a standalone section, include recent/ relevant/prestigious:
- Scholarships, especially merit
- Dean's List/ Honor Roll
- Fellowships and research grants
- Recognitions within your industry
- Add date awarded
- Brief description (if you have space)

Generally omit:
- Middle school and most high school awards

> Banneker/Key Full Tuition Scholarship Aug 2016–present
> Semester Academic Honors   Fall 2016, Spring 2017
> 2017 Co-op/Intern Award   May 2017

Objective or Professional Summary
Most college resumes do not need an objective statement.

If your past experience doesn't reflect your current career objective, you can include a specific objective with:
- Type of work
- Target industry and type of work

A summary is a short paragraph that includes relevant expertise or skills supported by evidence.

Generally omit:
- Subjective buzzwords (hard-working, excellent)
- Generic statements

Course Highlights

Where possible, include class projects under Experience rather than just to list the classes you've taken. If you do choose to list classes, include:
- Upper level electives only
- Course titles

Generally omit:
- Classes everyone in your major takes
- Fun classes with no relevance to the job
- Course numbers

Publications, Presentations, and Patents

If you are seeking research positions, especially in academia, it can be valuable to list peer-reviewed publications and conference proceedings. This is usually less important for applied industry positions. Follow the guidelines used by faculty in your department if you include a publications section.

If you have a patent (pending or otherwise), you can include this as evidence of an accomplishment.

HOW TO HIGHLIGHT ACCOMPLISHMENTS

You have 5-10 seconds to get the attention of a recruiter reading your resume.

Show what you can do by including examples of what you have done well. Highlight examples of your work that show both HR screeners and technical hiring managers that you know what interests you and that you have what it takes.

For a start, what is wrong with this example?

Before:

> *ABC Engineering Company*   Columbia, MD
> **Intern**   February–May 2018
> - Learned about embedded systems
> - Responsible for writing a report

"Learned about…." How do we know that you actually learned anything? Instead, can you give an example of how you applied what you learned?

"Responsible for…" You were supposed to do it, but did you complete it? Was it any good?

Don't just copy and paste the job description that lists what you were supposed to do every day.

Don't include subjective assessments of what you think you can do or what you learned.

Instead, give concrete evidence of your contribution and how you used relevant tools and skills.

To write descriptive bullet points, first ask yourself the questions below:

Who? Who did the work – one individual, two people, or a team?

What? What was the subject matter or objective?

Why? Why was your work or project important? What was the purpose?

How? How did you do this work? What engineering tools or technical skills did you apply?

When? Did you beat a deadline or work within a certain timeframe?

How much? How can you quantify your work or results?

What happened? What happened to your work after you completed it? Did you give a presentation? To whom?

Big picture? What evidence do you have of the effectiveness or impact of your work?

Then, you can turn your answers into bullet points that effectively demonstrate the impact of your work:

After:

> *ABC Engineering Company*   Columbia, MD
> **Intern**   February–May 2018
> - Researched latest developments in embedded systems for large multi–national client of engineering consulting firm, using technical journals and interviews with professional engineers
> - Completed 20–page report on embedded systems one week ahead of schedule
> - Created slides in LaTeX Beamer, then conducted one hour oral presentation of findings for senior engineers and managers
> - Persuaded management to incorporate new technology that increased efficiency 15% during the first six months of its implementation

In your bullet points, be sure to incorporate verbs that describe your specific actions. See the list on the next page for some inspiration.

ACTION WORD LIST

SUPERVISE	CHANGE	RESEARCH/TECHNICAL	COMMUNICATE	OFFICE ACTIVITIES
Administered	Adapted	Analyzed	Advertised	Billed
Controlled	Adjusted	Assembled	Broadcasted	Budgeted
Coordinated	Applied	Assessed	Consulted	Completed
Delegated	Cut	Built	Contracted	Distributed
Demonstrated	Eliminated	Calculated	Explained	Documented
Directed	Implemented	Catalogued	Expressed	Filed
Governed	Improved	Charted	Informed	Kept
Guided	Increased	Collected	Interacted with	Handled
Headed	Innovated	Compared	Interpreted	Illustrated
Led	Installed	Compiled	Interviewed	Obtained
Managed	Introduced	Computed	Instructed	Operated
Monitored	Modified	Constructed	Lectured	Packed
Orchestrated	Proposed	Defined	Marketed	Processed
Oversaw	Reconfigured	Diagnosed	Met with	Produced
Presided	Reconciled	Edited	Negotiated	Purchased
Programmed	Reduced	Engaged	Publicized	Ran
Scheduled	Remodeled	Estimated	Published	Received
	Reorganized	Evaluated	Presented	Saved
ASSIST	Repaired	Examined	Referred	Sold
Accompanied	Restored	Extrapolated	Related	Shipped
Collaborated with	Revamped	Forecasted	Taught	Typed
Dealt with	Revised	Gathered	Trained	
Guided	Stimulated	Identified	Transmitted	**CREATE**
Helped	Transformed	Implemented		Arranged
Notified		Indexed	**EFFICIENCY**	Composed
Performed	**INFLUENCE**	Inspected	Accelerated	Conceived
Served	Advised	Investigated	Applied	Conceptualized
Supported	Convinced	Isolated	Expanded	Designed
	Counseled	Maintained	Expedited	Developed
DECISION	Dispatched	Measured	Facilitated	Devised
Activated	Educated	Observed	Improved	Drafted
Approved	Encouraged	Organized	Integrated	Established
Chose	Guided	Perceived	Maintained	Fabricated
Decided	Indoctrinated	Pinpointed	Reinforced	Formulated
Determined	Innovated	Planned	Reduced	Founded
Enlisted	Motivated	Prepared	Streamlined	Generated
Hired	Negotiated	Projected		Implemented
Ordered	Orchestrated	Recorded	**ACHIEVE**	Initiated
Recruited	Persuaded	Researched	Attained	Invented
Resolved	Promoted	Reviewed	Completed	Launched
Selected	Recommended	Screened	Effected	Made
Specified	Referred	Solved	Enlarged	Opened
	Stimulated	Surveyed	Exceeded	Originated
SHOW	Suggested	Synthesized	Mastered	Produced
Conducted	Supported	Tested	Participated in	Set up
Demonstrated		Traced	Produced	Structured
Exhibited		Updated	Provided	Wrote
Illustrated			Succeeded	
Performed			Won	
Proved				
Represented				

"Federalizing" Your Private sector Resume

If you are a U.S. citizen interested in applying for internships, Pathways or full time positions for the U.S. Federal Government, you should adapt the resume you created in order to meet the government's specific requirements.

How is a federal resume different from a private sector resume?

A federal resume is specific to a particular job opening, and often requires certain information that is not needed (or that you might include in a cover letter) in the private sector.

It is generally 2-3 pages in length, but can be as many as 5-6 pages, in 11-12 point font.

The federal hiring process requires more personal information to determine eligibility for positions, taking into account military experience, disabilities, and past federal experience.

Your federal resume should incorporate keywords from the vacancy announcements, and detailed descriptions of your achievements for relevant projects and other experiences.

How do I create a federal resume?

When you create an account at http://USAjobs.gov, you are given the option to upload or build a resume. _We highly recommend using the Resume Builder._

- Give yourself plenty of time (3-4 hours) to create your first (template) resume using the builder.
- Before you start the resume builder, prepare a copy of your private sector resume that includes the information you will need to add:

>	**Work Experience** –Employer name, mailing address, your job title, exact dates of employment, salary, and detailed duties and accomplishments.

>	**Education** – School name, location, major/ minor, degree seeking or awarded, credits completed, honors awarded upon graduation; relevant coursework, licensures or certifications. If requested or relevant to the position, you can include high school information.

>	**References** – You may add up to 5 references. Name, Employer, Job Title, Phone and Email. Indicate whether the person is a personal or professional reference.

>	**Job Related Training** – List titles and completion dates of training courses you've taken (besides the coursework you listed in Education) that are relevant to the position for which you are applying.

>	**Language Skills** – Indicate proficiency level for speaking, reading, and writing.

>	**Organization/ Affiliation** – List organization name and your role or affiliation if it is relevant to the position. May include volunteer work. No room for details here.

>	**Professional Publications** – Academic or industry journal publications, conference proceedings, etc.

>	**Additional Information** – Add information relevant to the position that did not fit under other categories, such as honors, awards, projects, competitions, leadership activities, skills (such as software proficiency or typing speed) or additional items requested in a specific job announcement.

- Paste the information into the resume builder.
- Adapt your template resume in USA Jobs to include keywords and achievements that match each job announcement. You can save up to five (5) resumes in your USAJobs account.

Additional Resources for Federal Resume Writing
- http://usajobs.gov
- http://gogovernment.org/how_to_apply/write_your_federal_resume/create_your_resume.php
- http://www.dhs.gov/tips-writing-federal-resume
- http://www.archives.gov/careers/jobs/forms/resume-guide.pdf

REFERENCES

It is a good idea to have a typed list of at least three professional references available when you apply to jobs or internships. Then, if you are asked for references as you apply or at the interview, you will be prepared.

Whom to Ask

References may include people such as former supervisors, professors, teaching assistants, or advisors. Choose people who can speak about your skills and abilities. Unless the application specifically asks for a personal reference, do not list a family member or friend as a reference.

How to Ask

First, ask the people you'd like to use if they can provide a reference for you if necessary. This way you can ensure that your references know to expect calls, and you can provide them with any details about your background and job search that may assist them. It is a good idea to provide your references with an up-to-date copy of your resume and the job description.

Building Good References

Participating in class and attending office hours to discuss the subject matter, rather than to complain about your grade or ask for extra credit, will help you build a positive professional relationship with faculty. Your genuine demonstration of curiosity may even lead to a research assistant opportunity.

Showing initiative and a willingness to learn at work, whether in an internship or part-time job, will help your supervisor remember you in a positive light. Keep in touch with your past supervisors and colleagues, so you keep up with each other's professional paths.

SAMPLE REFERENCE SHEET

Have a reference sheet ready in case you need to provide it with your application or at an interview.
Use the same heading and format as your resume.

For each reference, include the:
- Full Name
- Current Job Title & Employer
- Work Mailing Address
- Email
- Phone Number
- You can also include a short statement that indicates how you know the person.

If a reference is outside the U.S., you may mention the time difference, or indicate if it is best to contact them by email (due to language or time difference).

Jane Doe

1234 Campus Drive · Smalltown, MD 20740
(123)456-7890 · email@email.com

References

Mr. David Steel
Branch Manager, Chevy Chase Bank
1341 Cherry Hill Road
College Park, MD 20742
(301) 555-0123
dsteel@ccbank.com
(Supervisor at 123 Bank)

Dr. Ellen Setcher
Asst. Professor, Department of Civil Engineering
University of Maryland
1143 Glenn L. Martin Hall
College Park, MD 20742
 (301) 405-1234
esetcher@umd.edu
(Academic Advisor)

SHARING YOUR RESUME

Where will you be taking or sending your resume this year?

Career Fairs - Employer Information Sessions - Professional Networking Events

If you will be sharing your resume with a person you meet face to face, print it on a good quality printer. Black ink on white paper is fine. Make more copies than you think you will need. Carry your resume copies in a padfolio or sturdy folder to keep the paper from getting wrinkled or stained.

Careers4Engineers - Employer Website - Job Search Portals - Email

You will most likely apply for internships or jobs through an online portal. Be sure to follow any specific instructions regarding file formats. If no instructions are given, save your resume and supporting documents (cover letter, writing sample, unofficial transcript, etc.) as a .pdf before you upload them to the portal or attach them to an email.

Job Interviews

If you are invited to an interview for a job or internship, be sure to bring some copies of your most up-to-date resume. Sometimes, a few weeks (or months) pass from the time you apply to the time you actually meet with the hiring manager. Be sure to include updates on projects you've completed or other relevant new information.

MORE RESUME WRITING RESOURCES

Career Workshops

Engineering Career Services staff advisors lead interactive Resume workshops that help you learn how to write a resume for your engineering internship or job search or improve the one you already have. Occasionally, recruiters from companies that hire Clark School students will lead the workshops.

Resume Critiques

It is always a good idea to have at least one other person look at your resume before you share it with a potential employer. A. James Clark School of Engineering students must have their resumes critiqued before they can access the Careers4Engineers portal.

Bring your printed resume to in to get feedback from a peer or staff career advisor.
Engineering Career Services | 1131 Martin Hall
Walk-in hours are Monday-Friday, 8:30-4:15.
No appointment is necessary.

Recruiter-in-Residence Resume Clinics

At the beginning of each semester, we offer "Recruiter-in-Residence" resume clinics, where you can sign up to have your resume critiqued by an employer or Clark School alum. Sign up via Careers4Engineers.

Beyond Engineering

The University Career Center (3100 Hornbake Library) sponsors workshops and critiques for all University of Maryland students. See the Career Center's web page, http://careers.umd.edu for more information.

SAMPLE RESUMES

On the next few pages, you can see sample resumes to give you some ideas on how to organize and format your own.

You may also find sample resumes online, in books at the library and at campus career centers.

Just be sure to make your resume your own - show employers what makes you uniquely qualified.

Amaya A. Novato

387 Turtle Avenue, College Park, MD 20742
student@terpmail.umd.edu ● (410) 123 - 4567

EDUCATION

University of Maryland, College Park, MD — GPA 3.0
B.S., Mechanical Engineering — Expected May 2022
FLEXUS: Women in Engineering Living and Learning Community — Expected Citation May 2020

RELEVANT PROJECTS

Over Sand Vehicle Project, Structures Sub team Leader — Sept. 2018 – Present
University of Maryland, College Park, MD
- Collaborate with a group of 10 students to design, build, and test an autonomous over sand vehicle on a budget of $400 within 3 months
- Lead the structure sub team to build the structure and shell of the over sand vehicle according to size and weight specifications
- Individually create full technical drawing of vehicle components on PTC Creo Parametric

Project Lead the Way (PLTW) Engineering Program — Sept. 2016 – May 2018
Severna Park High School, Severna Park, MD
Program that provides rigorous and innovative engineering education curriculum

Light Sensor Marble Sorter Project, *Team Leader* — *Sept. 2017 – May 2018*
- Led team of 3 students to construct marble sorting device with Lego design parts
- Programmed Arduino to sort marbles using a servo motor and color sensor
- Machine successfully sorted 30 marbles of 4 different colors into categories by color

Puzzle Cube Project, *CAD Subteam Leader* — *Sept. 2016 – May 2018*
- Designed and constructed a wooden puzzle cube made up of 8 pieces
- Used hand drawn technical drawings and CAD programs to design and plan puzzle before construction
- Puzzle was given a "challenging" level of difficulty and was not able to be solved in less than 6 minutes

ACTIVITIES

Terrapin Theatre Troupe, Member — Sept. 2018 – Present
- Perform in on-campus theatre troupe that puts on two shows per semester

The UMD Treblemakers, Member — Sept. 2018 – Present
- Sing in an all-female a cappella group on campus

National Honor Society, Treasurer — Sept. 2016 – May 2018
- Maintained organization expenses and fundraisers, including management of concession stand at the Navy Football Stadium

SOFTWARE SKILLS

PTC Creo Parametric, MATLAB, Microsoft Word, Excel, PowerPoint

Patrick Kagaku

1234 Campus Drive, Davidsonville, MD 21031
www.linkedin.com/in/pfreshman
(410) 410-4104 umdterps@gmail.com

Education	**University of Maryland**	College Park, MD
	BS, Materials Science and Engineering	Expected May 2022
	GPA: 4.0	

Honors	Honors College, University Honors	Citation expected May 2022
	Department of Materials Science Scholarship	Sept. 2018–May 2019
	MD State Scholarship for Academic Excellence	Sept. 2019

Technical Experience

UMD Engineering Design Project — College Park, MD
Over Sand Vehicle Sub-Group Leader — Sept.–Dec. 2018
- Managed a team of 5 students to design, build, and test an over sand vehicle, one of three vehicles out of 60 to successfully navigate the course
- Programmed OSV to navigate within 250 mm of the edge of water pool, detect the water source, and transmit its temperature
- Determined power requirements of design and chose proper battery
- Designed and constructed circuitry for vehicle using Arduino
- Created Pro-Engineer design drawings and 3D printed axles and motor parts
- Wrote and presented a 25 page design report to faculty

Affiliations	National Society of Collegiate Scholars	Sept. 2018–Present
	The Minerals, Metals, and Materials Society	Sept. 2018–Present

Skills

Applications: Creo, MatLab, Arduino Microsoft Word, Excel, PowerPoint
Languages: Korean, American Sign Language (Conversant)

Work Experience

Lighthouse Pools Management, Inc. — Hyattsville, MD
Pool Operator — May–Aug. 2016–2019
- Mediated disputes arising between workers, delegated assignments to other lifeguards and created weekly work schedule

Lifeguard — May–Aug. 2015–2017
- Promoted health and safety of pool patrons through enforcement of rules and maintenance of pool chemistry within the guidelines set by the county

Activities

University of Maryland Repertoire Orchestra — Sept. 2018–Present
- Practice and perform classical and modern music playing the String Bass

Club Table Tennis — Sept. 2018-Present
- Compete in international tournaments

Liliana A. Lopez

terpstudent@terpmail.umd.edu, (301) 111-1234
School Address: 6223 La Plata Hall, College Park, MD 20742
Permanent Address: 65444 Brookline Way, Centerville, NJ 01208

EDUCATION

University of Maryland   **College Park, MD**
B.S., *Chemical & Biomolecular Engineering*   GPA 3.76   Anticipated May 2021
  • Barbara J. Dieter Scholarship, A. James Clark School of Engineering   Awarded Sep. 2017

SKILLS

Software: Matlab, C++, ChemCAD, Microsoft Access, Excel
Laboratory: Thin-Layer and Column Chromatography, Oscilloscope, Inorganic and Organic Synthesis
Languages: Spanish (fluent), Portuguese (intermediate)

TECHNICAL EXPERIENCE

Johns Hopkins University Applied Physics Laboratory   **Laurel, MD**
Intern: Sentiment Extraction – Milton S. Eisenhower Research Center   Jan., May – Aug. 2018
  • Researched natural language processing (NLP), specifically information extraction
  • Parsed sentences using Stanford typed dependency (SD) representation to extract textual relations
  • Developed feature set from tagged sentiment words for input into conditional random field (CRF) model

University of Maryland   **College Park, MD**
Over Sand Vehicle Team Member– Engineering Design Project   Sept. – Dec. 2017
  • Collaborated with 6 team members to design and build an autonomous over sand vehicle that successfully identified and analyzed debris in its path using Arduino programming
  • Constructed chassis and assembled final vehicle with two other team members
  • Presented formal design report to engineering faculty using Microsoft Excel and PowerPoint

LEADERSHIP EXPERIENCE

University of Maryland   **College Park, MD**
Peer Tutor – Office of Multiethnic Student Education   Jan. 2018 – Present
  • Provide walk-in tutoring for calculus and chemistry to undergraduate students

Society of Women Engineers   **Beach Town, CA**
Regional Collegiate Communications Editor (RCCE)   Oct. 2018
  • Demonstrated new and more efficient blog format to 200 senior members at national meeting

ACTIVITIES

Mechanical Engineering Honor Society, Pi Tau Sigma   Jan. 2018 – Present
University of Maryland Terp Runners Club   Sept. 2015 – Present

KEITH HERMANDAD

28 Terrapin Dr., Springfield, IL 21209 • (555) 555-5555 • student@umd.edu

EDUCATION

University of Maryland: A. James Clark School of Engineering   **College Park, MD**
B.S. Electrical Engineering (3.5 GPA)   Expected May 2021

WORK EXPERIENCE

ITT- Advanced Engineering and Sciences   Bowie, MD
Technical Intern level 4 – Algorithm Team Member   May – Aug. 2018
- Completed the traceability of the engineering analysis for the Spectrum Management Transition Initiative (SMTI) project.
- Aided head engineer of algorithm team in the creation of technical engineering specifications.

Software Unlimited, Inc.   Baltimore, MD
Technician   May – Aug. 2016, 2017
- Updated medical software to the latest version of Medical Mastermind, a powerful medical-practice management product, at over three hundred doctor offices.

RESEARCH EXPERIENCE

Honors College: Gemstone Research Program   Citation Expected May 2021
- Selected to participate in four-year interdisciplinary research program for high performing honors students at the University of Maryland.
- Submitted design proposal as part of a 6 member team for a global positioning system and inertial navigation unit to provide walking directions from building to building.
- Initiated data collection for global positioning operation and communication protocol.

LEADERSHIP EXPERIENCE

Alpha Sigma Phi, Fraternity   College Park, MD
Philanthropy Chair   May 2017 – Present
- Established a community basketball tournament, which raised over $4000 for the Livestrong Foundation.

Recruitment Committee Member   Jan. – May 2017
- Collaborated with Vice President in writing amendment to local chapter constitution that clearly defined fraternity's judicial system.
- One of 25 members selected to attend 2018 Ralph F. Burns Leadership Institute

SKILLS

Proficient: MATLAB, AutoCAD, MicroStation, Creo Parametric, Robotics Lab, Excel
Exposure: HTML and Java

EMILY STRAZAK

1234 Turtles Road, Newark, NJ 07101
862.222.5555 - umdstudent@umd.edu

OBJECTIVE

Seeking a summer internship in technical consulting related to building and fire safety.

EDUCATION

University of Maryland College Park, MD GPA: 3.62
  B.S. Fire Protection Engineering Expected May 2020

Quality Enhancement Systems and Teams (QUEST) April 2017- Present
- Selected for competitive interdisciplinary quality management program that focuses on customer value management, process and product design, problem solving, project management, customer satisfaction, and teamwork.
- Collaborated on a team of 6 students with Unilever in order to establish a Foreign Material Reduction Plan, utilizing several Six Sigma and Lean strategies.

EXPERIENCE

Naval Research Laboratory, Intern Washington, DC May - August 2018
- Conducted research on high-expansion foam as a fire suppressant using a modified, closed cup burner apparatus.
- Determined minimum expansion ratio necessary for flame extinction at specific fuel flow rates and oxygen concentrations.
- Calibrated equipment, and revised and created protocol documentation for lab equipment use.
- Observed and analyzed data from full-scale, low-expansion foam pool fire experiments.

Lego Robotics Camp, Intern College Park, MD June - August 2017
- Instructed students on LEGO Mindstorm software and hardware as part of the Center for Minorities in Science and Engineering curriculum in engineering fundamentals for middle and elementary school students.

Digital Management, Inc., Intern Bethesda, MD January 2017
- Researched complex U.S. Government IT Services market, and presented a thorough analysis of competition to the company's senior board.

HONORS AND AWARDS

Banneker Key Scholar Full, four-year scholarship to the University of Maryland August 2016
College Park Scholars, Public Leadership Program August 2017
Salamander Membership Honorary Fire Protection Engineering Society April 2017

ACTIVITIES

Society of Fire Protection Engineers, *member* August 2018 - Present
University of Maryland Jewish Muslim Alliance, *member* August 2017 - Present
Mighty Sound of Maryland Marching Band, Pep Band August 2017 - Present

COMPUTER SKILLS

Adobe Photoshop, InDesign; LabView; Microsoft Office (Word, Excel, PowerPoint, Publisher)

ANTHONY JONES

8000 Boteler Lane, College Park, MD 20740 • 123-456-7890 • sbioe@terpmail.umd.edu

Education

University of Maryland   Expected Graduation Date: May 2020
B.S. Bioengineering, GPA: 3.98   *College Park, MD*
- Dean's List: Spring 2017, Fall 2017, Spring 2018

Relevant Coursework

Biomaterials	Modeling Physiological Systems	Technical Writing
Biosensor Techniques	Tissue Engineering	

Skills

Laboratory: Bacterial culture, Stem cell culture, Gel Electrophoresis, ELISA, FRET, Western Blotting
Software: MATLAB, LabView, Microsoft Office Suite

Research Experience

Model of Magnetic Drug Nanoparticle Therapy in Blood Vessel   Sept. 2018 – Dec. 2018
Group Member   *College Park, MD*
- Calculated a non-dimensionalized model of a magnetic drug nanoparticle in blood for a scaled experimental setup, determining experimental materials by analyzing fluid forces of blood on a particle and blood vessel parameters.
- Presented results in a 20-page design report with Force Body Diagrams and experimental protocol.

Apoptosis in Acute Myelocytic Leukemia Cells   Jan. 2017 – May 2017
Researcher   *College Park, MD*
- Determined potential of an unknown drug as a cancer treatment by identifying apoptosis in HL60 Leukemia cells.
- Performed Cell Viability dye-Exclusion, Mitochondrial Membrane, Annexin V/Propidium Iodide, and Colorimetric Caspase Activity Assays, as well as Western Blotting to monitor caspase and antibody activity of HL60 cells treated with drug.

SDS-PAGE Protocol   Jan. 2017 – May 2017
Team Member   *College Park, MD*
- Designed protocol for the implementation of SDS-Page into introductory bioengineering lab.

Activities & Affiliations

Alumni Cup, *Bioengineering Team, Rube Goldberg Machine Competition*   Feb. 2018
Engineering World Health – *General Body Secretary*   Sept. 2016 – Present
Biomedical Engineers Society   Sept. 2013 – Present

Olivia S. Erbauer

123 Terrapin Way
College Park, MD 20742

otransfer@gmail.com
(112)-345-5555

Education

University of Maryland	College Park, MD	Expected Dec 2019
B.S. Civil Engineering		GPA: 3.0
Montgomery Community College	Rockville, MD	May 2017
A.S. Mechanical Engineering (Honors Program)		GPA: 3.75

Internship Experience

Clark Construction—Engineering Intern   *San Francisco, CA*   May - Aug 2018
- Developed a database to be used for future bids by collecting, sorting, and analyzing a wide variety of data from previous projects
- Generated Requests for Information of concrete related inquires
- Tracked supplies and financials by keeping inventory of multiple subcontractor deliveries through the utilization of logs, saving the project over $1,500

Technical Projects

Energy Efficient House Design Project—Team Leader   *College Park, MD*   Feb – May 2018
- Designed and constructed a small scale energy efficient house to explore sustainability ideas under a $500 budget on a team of four
- Individually calculated and investigated size and quantity of solar panels affordable and realistic for the roof
- Presented 20 page design report to board of six engineering professors

Boeing 747 Design Project—Team Member   *College Park, MD*   Nov 2017
- Designed and updated front and back wheels for a Boeing airplane assembly using PTC Creo as part of a team of seven engineering students
- Composed and presented a PowerPoint presentation explaining what the advantages of these updates were

Work Experience

Department of Transportation Services—Student Driver   *College Park, MD*   Aug 2017 - Present
- Coordinate timely and reliable UM-Shuttle transit service involving over 30 vehicles to about 2.6 million riders

The Greene Turtle—Wait Staff   *Frederick, MD*   May 2014 - Aug 2016
- Provided customers with quality service while working in a fast-paced, high pressure environment

Activities and Affiliations

Alpha Omega Epsilon, Women in Engineering Sorority—Sister   Aug 2017 - Present
Maryland Club Soccer Team—Team Captain   Sep 2016 - Present

Skills

Engineering: PTC Creo, SolidWorks, Arduino, SFRAME, FlowMaster, SewerCAD
Other: Microsoft Word, Excel, PowerPoint, Project Professional

BEKELE D. WILSON

umdstudent@gmail.com • (301) 555-5555 • Small Town, MD 12345

EDUCATION

University of Maryland   **College Park, MD**
B.S., Aerospace Engineering   *GPA: 3.8*   *Expected May 2020*
Minor, Global Engineering Leadership

Global Leadership in Engineering, Business, and Technology   **UAE, Qatar**
UMD Short-Term Study Abroad   *Jan. 2017*
- Researched development of projects and global leadership structure of Nakheel, Dubai RTA, the Louvre, Masdar City, and MSHEIRB Properties.
- Collaborated with Carnegie Melon, Qatar students for GOALS leadership symposium to develop and present global leadership model.

EXPERIENCE

Burkina Faso Water Project, *Team Member*   **College Park, MD**
Engineers Without Borders, University of Maryland   *Aug. 2016–Present*
- Collaborated with a group of students and professional engineers to design a viable water extraction system for a village in Burkina Faso.
- Aided in the design of the water storage tank and water distribution system.

Supersonic Wedge Model, *Independent Research and Design*   **College Park, MD**
Special Topics in Wind Tunnel Testing, University of Maryland   *Sept. 2018–Present*
- Researched, designed, and tested a wedge model for use in a Mach 2.2 wind tunnel.
- Analyzed shockwave patterns produced using a color schlieron system.

Satellite Trajectory Analysis, *Project Team Member*   **College Park, MD**
Space Navigation and Guidance, University of Maryland   *Sept. 2017–Dec. 2017*
- Used telescope observations to plot the trajectory of several satellites.
- Executed coordinate transformations using MATLAB algorithms to determine trajectories.

Bridge Design Team, *Project Team Co-Leader*   **College Park, MD**
Statics, University of Maryland   *Jan. 2016–May 2016*
- Led a team of 8 students to design, fabricate, and test a functional prototype of a wooden bridge designed to optimize the strength-to-weight ratio on a 3 week deadline.
- Placed 2nd out of 15 teams for the best strength-to-weight ratio.

COMPUTER SKILLS

Engineering: Pro Engineer, Inventor, EES, MATLAB, COMSOL, SolidWorks, FEA experience
Platforms: Windows 7/8/10, iOS, Linux
Languages: Arabic (intermediate), Amharic (conversational)

AFFILIATIONS

American Institute of Aeronautics and Astronautics, *Member*   *2015-present*
International Leadership Association, *Student Member*   *2016-present*

Calvin Hernandez
www.linkedin.com/in/cdoublemajo • cdouble@terpmail.umd.edu

D.O.D. SECRET CLEARANCE   1234 Testudo Rd, College Park, MD 20740   (301) 456-7890

EDUCATION
University of Maryland, College Park, MD   Expected May 2019
B.S., Aerospace Engineering   GPA: 3.565
B.S., Mechanical Engineering   Minor in International Engineering

Universidad Carlos III, Madrid, Spain   March – July 2018
Shadowed engineers at Airbus Military's Flight Test Center in Getafe, Spain, while studying aerospace engineering courses in English

SKILLS
Microsoft Office	SolidWorks CAD/FEA	LabVIEW
Catia V5 CAD	Abaqus FEA	MATLAB
Pro/Engineer CAD	ANSYS FEA	C++ Programming

RELATED EXPERIENCE

Simulation-Based System Design Laboratory   College Park, MD
Undergraduate Research Assistant   March – August 2018
- Created detailed 3-D components of virtual reality environments via CAD software programs for a DARPA research project

Battelle National Biodefense Institute   Frederick, MD
Engineering Intern   May 2017 – August 2017
- Edited building drawings, labeled room numbers on exhaust valves, and reviewed AutoCAD drawings and submittals for an autoclave move
- Helped orchestrate a preventative maintenance program for the Facility Operations group

Terps Racing (SAE)   College Park, MD
Baja SAE Vehicle Build; Project Team Leader   October 2015 – May 2018
- Modified previous year's Baja car for Birmingham, Alabama water event, converting it into amphibious ATV to traverse a 1-km W-shaped pond and road courses
- Placed 4th out of 49 universities in the main event, a four-hour endurance race

United States Army Aberdeen Test Center   Aberdeen Proving Ground, MD
Engineering Technician Intern   May 2015 – February 2016; August 2016
- Wrote 50+ page technical and chronological report detailing range modernization project
- Performed test director tasks on seeded-fault data acquisition road tests of MRAPs, HMMWVs and other military vehicles

MEMBERSHIPS AND ACTIVITIES
- American Institute of Aeronautics & Astronautics   September 2015 – Present
- Black Engineering Society, Events Coordinator   September 2016 – Present
- UMD Intramural Soccer   September 2015 – Present

Robert Hwaiting

123 Campus Drive, College Park, MD 20742 | 123-456-7890 | student@terpmail.umd.edu

EDUCATION

University of Maryland, College Park, MD   Expected May 2020
B.S., Mechanical Engineering and Computer Science   GPA: 3.55
- Honors College, University Honors

SKILLS

Software: Java, C/C++, Assembly, Ruby, OCaml, Matlab, Eclipse, SWIFT, SQL, Linux/Unix
Engineering: Solidworks, Pro Engineer, Autodesk Inventor, Excel, Word, Outlook

TECHNICAL EXPERIENCE

NASA Goddard Space Flight Center   Greenbelt, MD
Software Development Intern   May 2018 – August 2018
- Analyzed trends in the Mars Rover's mass spectrometer data through test-driven software development strategies in Java
- Executed test procedures and documented test results to ensure software system requirements are met
- Implemented mergesort and quicksort algorithms for processing large data sets
- Improved data processing tools in a command-line UNIX environment

Sikorsky Aircraft   West Palm Beach, FL
Flight Test Instrumentation Intern   May 2017 – August 2017
- Worked with a team of technicians to ensure accuracy of instrumentation measurements through pre-flight evaluations
- Troubleshot imprecise data readings through sensor and remote calibrations

UMD Electronics Project   April 2017
- 3D printed and programmed a 3-axis robotic arm to pick up and throw a ball
- Designed the arm using Solidworks and programmed an Arduino to control a motor, using a joystick

LEADERSHIP

UMD Bitcamp Hackathon   College Park, MD
Transportation Coordinator   August 2017 – Present
- Lead communication across universities in the east coast, to organize transportation for 400 students
- Handle transportation related finances and booked flights and buses for multiple universities

UMD Terps Racing   College Park, MD
Instrumentation Lead   August 2017 – Present
- Coordinated a team of 8 students to instrument the chassis of a formula one race car
- Led communication across programmers and technicians to successfully install strain gauges, accelerometers, and pressure transducers under time and budget constraints

ACTIVITIES/AFFILIATIONS

Pi Tau Sigma**,** Mechanical Engineering Honor Society   Aug. 2018 – Present
Mighty Sound of Maryland, Marching Band   May 2016 – Present

1234 Main Street NW
Washington, DC 12312

Caitlyn Barmaji

123-456-7890
CCompE@gmail.com

EDUCATION

University of Maryland
B.S. Computer Engineering, GPA: 3.3

College Park, MD
Expected Dec 2018

SKILLS

C/C++
Ruby Java OCaml
Prolog Verilog
Assembly
(Mips, y86)

SQL
Parse Firebase
MongoDB

Windows 7/8 iOS
Android Ubuntu Linux

Labview PSpice
ProEngineer

HONORS

ACES: Cybersecurity
Honors Program

Dean's List, *3 Semesters*

TECHNICAL EXPERIENCE

Google Inc.
Software Development Intern

Seattle, WA
May - Aug 2018

- Wrote automated Quality Analysis test scripts for study features on website utilizing Selenium and JUnit
- Refactored a large portion of website (3.5 million+ users), migrating logic from client to server, and creating customized views and paging mechanisms to display it
- Added quizzing to the Android application (100k+ downloads), using RESTful web services to generate content and creating customized views and paging mechanisms to display it
- Developed and integrated post-processing compression function reducing storage requirements by 72%

NASA Goddard Space Flight Center
Software Development Intern

Greenbelt, MD
May - Aug 2016, 2017

- Designed Java tools that perform procedures such as remapping, shrinking, and filtering of sensor data collected from the Suomi NPP Satellite, to aid scientific community in analytics of weather information
- Analyzed effectiveness of Hadoop Distributed File System over current file structure, comparing metrics for common operations such as reading, writing, and copying of large data sets
- Presented products and findings at Intern Poster Session to familiarize NASA colleagues and manager

HackMIT
Team Member

Boston, MA
May 2016, 2017

- Awarded Audience Choice out of 54 total projects for Android mobile application that dynamically sets an alarm for the user based on a specified appointment with a time and location

Payper – Web/Android App
Individual Project

College Park, MD
Aug - Sep 2016

- PennApps Winner of "Most Consumer-Friendly Bitcoin Hack"
- Allows digital currency to be converted into physical bills redeemable through scanning QR codes

ACTIVITIES

Terrapin Hackers, *President*
Society of Women Engineers, *Director of Social Events*
Association for Women in Computing, *Active Member*
UMD Gamer's Orchestra, *Harpist*
Intramural Quidditch Club, *Active Member*

May 2017 - present
Apr 2016 - Mar 2017
Sep 2016 - present
Sep 2015 - present
Sep 2016 - present

ANA CAMARGO

8000 Boteler Lane, College Park, MD 20740 • 123-456-7890 • bioedevice@terpmail.umd.edu

Education

A. James Clark School of Engineering, University of Maryland	College Park, MD
B.S., Bioengineering GPA: 3.52	Expected Dec. 2018

- Relevant Coursework: Bioinstrumentation, Biomaterials, Biomechanics, Computer-Aided Design, Modeling Physiological Systems

Skills

CREO Parametric, Pro/Engineer, Solidworks, Autodesk Inventor, NX 8.5 (exposure), MATLAB, C programming (exposure), FEA, CAD (exposure), Microsoft Office

Relevant Experience

Bioengineering Capstone Project	Sept. 2017 – May 2018
Team Leader	College Park, MD

- Led a team of five multidisciplinary undergraduate and graduate students to design and prototype an infant respiratory monitor for neonatal care units in developing nations.
- Drafted the circuit schematics by utilizing hand-drawings and CAD.
- Conceptualized universal user interface and device's foot strap design.

UMD CAD Project	Jan. 2018
Team Member	College Park, MD

- Modeled a scaled replica of the Air Force One model of the Boeing 747-200B in a team of six engineers.
- Individually drafted the vertical stabilizer and rudder in CREO Parametric 2.0.
- Compiled a 20-page design report with 2D drawings and bill of materials, and a presentation with flight simulation.

A.J. Drexel Plasma Institute	May 2016 – Jan. 2017
Research Assistant	Camden, NJ

- Managed bacterial cultures and executed projects modeling applications of FE- DBD plasma in microbiology sterilization
- Evaluated applications in hand sanitization, spore growth inhibition, and infection prevention post optical surgery.

Biomechanics Course Project	Sep. 2016 – Dec. 2016
Group Member	College Park, MD

- Analyzed tendon and muscle data to determine the risk of injury to the ACL, patellar tendon, and quadriceps muscles.
- Individually created Force Body diagrams to demonstrate the direction and magnitude of musculoskeletal forces.

Activities & Affiliations

Engineering World Health, General Body Secretary	Sept. 2016 – Present

Janel Walker

123 Terrapin Terrace, College Park, MD 20742
301.555.5000 ● student@umd.edu

Civil Engineer with computer-aided drafting (CAD), design training and a background in business. Firsthand experience applying engineering principles to develop cost-effective solutions to design problems.

KNOWLEDGE, SKILLS, AND TRAINING

- AutoCAD 3D Modeling
- MicroStation
- MATLAB
- ArcGIS

- Structural Analysis
- Engineering Materials
- Geometrics and GIS
- Geotechnical Engineering

- Project Management
- Fluent Spanish & French

EDUCATION

Bachelor of Science, Civil Engineering   **Expected Dec. 2019**
University of Maryland, College Park, MD   Major GPA: 3.2, Cumulative GPA: 2.9

Bachelor of Science, International Business   **May 2011**
University of Maryland, College Park, MD   GPA: 3.8

EXPERIENCE

Ecuador Project Leader   **May 2018 – Present**
Engineers Without Borders, Uduzhapa, Ecuador
- Coordinated a team of eighteen volunteers to analyze soil data during the four-week construction phase, successfully installing 39 household latrines

Construction Group Member, University of Maryland Team   **Jan. – Oct. 2017**
U.S. Department of Energy Solar Decathlon, College Park, MD
- Solicited over $50,000 in donations of free and reduced-cost building materials from company representatives at the 2011 International Builder's Show
- Performed friction testing on footings to analyze lateral load capacity; conducted compression testing on sample concrete cylinders to determine breaking strengths
- Received People's Choice Award and placed 8th overall

Project Team Member, Bridge Anti-Icing Project   **Aug. – Dec. 2016**
Introduction to Engineering Design, University of Maryland, College Park, MD
- Designed, built, and tested a functional prototype of an autonomous bridge de-icing system
- Presented final design to panel of faculty and professional engineers

International Sales Representative   **Aug. 2011 – Oct. 2015**
Hilton Worldwide, New York, NY
- Responded to sales inquiries, initiated new sales, and solicited potential clients
- Negotiated multi-million dollar contract with international professional association

MEMBERSHIPS AND ACTIVITIES

Society of Hispanic Professional Engineers (SHPE), Active Member   **Jan 2015 – Present**
American Society of Civil Engineers (ASCE), Secretary   **Sep. 2015 – May 2016**

MICHAEL SOTILAS

12345 Any Lane • Maryland City, MD 20708
301-123-4567 • michaelm@email.com

PROFESSIONAL PROFILE

Experienced project management professional with expertise in project analysis, process improvement, and budget management. U.S. Army veteran specializing in the supervision of personnel and logistics operations. Skills and qualifications include:

• Project Management	• Program Management
• Cost Analysis	• Team Building
• Budget Development	• Active Security Clearance

EDUCATION

University of Maryland   College Park, MD
M.S., Project Management (GPA 3.75)   Expected May 2019

University of Maryland University College   Adelphi, MD
B.S., Business Management   May 2015

EXPERIENCE

ABC Company   Ellicott City, MD
Project Coordinator Intern   Jan. 2017 – Present
- Track and report labor, material, and costs for three transportation projects
- Record invoices, compare budget to actual expenditures and create weekly and monthly reports
- Present monthly status reports to three program managers

United States Army   Fort Meade, MD
Officer   Sept. 2007 – Oct. 2016
- Provided direct supervision, training and personnel management to over 100 soldiers
- Planned and coordinated the logistics for movement of 200 helicopters and combat equipment
- Determined schedules, sequences, and assignments for personnel work activities, based on budget constraints and availability of equipment
- Managed and allocated funds for a 1+ million-dollar budget for United States operations
- Generated technical reports and presented formal briefings to senior management
- Recognized by superiors for outstanding service and leadership

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MEMBERSHIP AND ACTIVITIES

Project Management Institute, *Member*   Jan. 2018 – Present
Upward Bound, *Tutor*   Jun. 2017 – Aug. 2017

LUKE BATTLE

1205 Alumni Fancy Street, Washington, DC 20001
(202) 987-6543   lbatalum@fake.umd.edu

CONSULTANT | PROJECT MANAGER
Product Design | Mechanical Engineering | Research & Development

Entrepreneur and product developer with a technical background and two years of consulting experience. Demonstrated expertise in business operations, quality control, budget analysis management, and negotiations and contract development. **Strengths include:**

- Quality Management
- Bid Development & Contract Administration
- Staff Leadership & Resource Management

- Product Design Engineering
- MATLAB
- C/C++ Based Arduino
- ANSYS
- SolidWorks

- Autodesk Inventor
- AutoCAD
- Microsoft Excel (Macros)
- SQL queries

PROFESSIONAL EXPERIENCE

BIG GOVERNMENT CONSULTING   Washington, DC
Senior Consultant | Engineering Manager   January 2016 - Present
- Manage large scale projects including IT upgrades, HVAC installations, office renovations, and facilities operations
- Gather customer requirements, write statements of work, budget project funds, and drive schedule
- Review Architecture and Engineering design drawings for accuracy, feasibility, and code compliance
- Ensured submitted plans complied with ASHRAE, IBC, OSHA, and client-developed standards
- Presented three final project reports to senior leads and successfully gained closed projects

PRIVATE TECH CONSULTING CORPORATION   Reston, VA
Associate Consultant   August 2015 - January 2016
- Utilized agile development methodology to design and deliver custom business process management applications in a fast paced environment
- Used a Java based framework and MySQL database language to aggregate and analyze business data
- Recognized by department for role in ensuring that the application was pushed to production on time

US GOVERNMENT, FACILITIES ENGINEERING   Washington, DC
Project Manager Intern   May - August, 2013 & 2014
- Acted as point of contact for all facilities planning and ad hoc needs of executive level offices
- Oversaw the implementation of a recovery effort from an unexpected facilities crisis within 12 hour window
- Reviewed design drawings, drafted two Statements of Work, and acted as point of contact for contractors

UNIVERSITY OF MARYLAND, MICRO- ROBOTICS LABORATORY   College Park, MD
Product Developer   January 2013 - May 2013
- Created fitness tracking workout gloves that communicate exercise data via Bluetooth Low Energy
- Developed a wiring schematic, designed a Printed Circuit Board, and constructed PCB in laboratory

EDUCATION

UNIVERSITY OF MARYLAND   College Park, MD
BS, Mechanical Engineering   May 2015
Department of Engineering Chairman's Award
Minor in Technology Entrepreneurship, Hinman CEOs Entrepreneurship Program

Sample Resume – USAJobs Resume Builder (Federal Position)

MS. Teresa M. Montgomery
2345 Gamely Rd.
Wilmington, DE 19810 US
Mobile: 2024567890 - Ext:
Email: tmontstu@students.edu

Availability:	**Job Type:** Permanent, Temporary, Summer, Presidential Management Fellows, Recent Graduates, Intermittent, Internships, Telework
Work Schedule:	Full-Time

Desired locations:	United States - DC - Washington DCUnited States - MD - College ParkUnited States - MD - GreenbeltUnited States - GA - Atlanta

Work Experience:	University of Maryland Multiscale Measurements Laboratory Engineering Building 2 College Park, MD 20742 United States **05/2018 - Present Hours per week:** 15 **Undergraduate Research Fellow** **Duties, Accomplishments and Related Skills:** Create multifunctional sandwich composites inspired by Palmetto Wood Design composites with a charge-holding foam core to act as batteries

Education:	**University of Maryland** College Park, MD United States Some College Coursework Completed **GPA:** 3.74 of a maximum 4.0 **Credits Earned:** 95 Semester hours **Major:** Mechanical Engineering **Minor:** Project Management **Relevant Coursework, Licenses and Certifications:** Intro to MATLAB, Programming for Mechanical Engineering, Thermodynamics, Materials Science I

Affiliations:	Alpha Omega Epsilon Professional Engineering Sorority - Member

Additional Information:	LEADERSHIP: Department of Resident Life, University of Maryland Math Coach, September 2016 – Present SKILLS & CERTIFICATIONS: Programming in Matlab, C++ AutoCAD, PSpice, Microsoft Excel FE/ EIT Certification, August 2018 HONORS & AWARDS: L-3 Communications Scholarship, received August 2016

Dana Pillai

1234 Testudo Ln, College Park, MD 20740 | (301)555-5555 | terpstudent@umd.edu

EDUCATION

University of Maryland   College Park, MD
MS, Telecommunications Engineering   Expected May 2020

Visveswaraya Technological University   Bangalore, India
BE, Telecommunication and Electronics   May 2017
- First Class Honors, top 5% of class

Course Highlights
- Networking Protocols
- Wireless OFDM Systems
- Decision Modeling
- Advanced Wireless Communications Networks
- AWS/PCS System Implementation

TECHNICAL SKILLS

Programming: C++, SQL, SQL Server 2010, HTML, XML, JavaScript, MATLAB
Protocols: TCP-IP, RIPv1, RIPv2, EIGRP, OSPF, BGP
Tools: SPSS Tool, WireShark, MaxPlan

RELEVANT TECHNICAL EXPERIENCE

WISPY, InSSIDer, WI-FI Scanner   College Park, MD
Independent Project   September 2018
- Inspected WLAN of University of Maryland and personal home access points, as well as the surrounding networks.
- Troubleshot the access points for higher dBm, playing with frequency spectrum and channels using the tool Channel, RSSI, and "Time Last Seen".

Mobile Communications Ltd.   Bangalore, India
Engineer   July 2016 – July 2018
- Collaborated with marketing department to redesign coverage-extension sites to enhance company competiveness.
- Developed network capacity growth plans and designed 24 new sites to offload capacities from existing sites.
- Led design of 65 coverage-extension sites and optimization of 120 on-air sites.

WORK EXPERIENCE

McKeldin Library   College Park, MD
IT Office Assistant   August 2018 – present
- Develop a software tool "BSR – Advance" for database maintenance.

ACTIVITIES AND AFFILIATIONS

Institute of Electrical and Electronics Engineers   Bangalore, India
Event Organizer/Coordinator   September 2014 – May 2017
- Increased attendance at IEEE tech fest and cultural festival by 15% over two years

ROHIT T. MOHAMMAD

123 Graduate Dr. #123   (123)456-7890
College Park, MD 20740   rtm1234@umd.edu

EDUCATION

UNIVERSITY OF MARYLAND   College Park, Maryland
M.E. Chemical Engineering   GPA: 3.7   Expected May 2019

UNIVERSITY OF VIRGINIA   Charlottesville, Virginia
B.S. Chemical Engineering, Business Minor   GPA: 3.8   May 2013
- Magna cum Laude

SKILLS AND CERTIFICATIONS

- **Software**: MATLAB, MathCAD, ASPEN, ANSYS, Expert Microsoft Office (Word, Excel, Access, and PowerPoint)
- **Laboratory**: Gas Chromatography, organic synthesis & purification, HPLC, atomic absorption

RELEVANT EXPERIENCE

ABC DEVELOPMENT   July 2015-August 2017
Energy Sector Analyst

Verification of Enhanced Oil Recovery Audits   Toronto, Canada
- Assessed whether the quantity of offsets generated was characterized accurately by evaluating calculation methodologies, re-performing direct and indirect emissions calculations, and analyzing P&IDs of the injection and production facility.
- Identified compressor seals and CO_2 dissolved in stored crude as the missing emission sources that accounted for 22% of the total emissions from the site.

Greenhouse Gas Emission and Sinks Inventory, Oil and Gas Sector   Washington, DC
- Established the uncertainties associated with each emission source using @RISK, a Monte Carlo simulator capable of performing risk analysis in Excel spreadsheets.
- Improved the U.S. Inventory by researching and quantifying the emissions reductions from technologies and processes reported by Natural Gas STAR Partners to enhance the assumptions and the resulting emissions estimates.
- Recommended statistical methods to validate the emissions profile of a facility and estimated expected ranges for data elements collected through reporting.

Measurement Study for Indian Natural Gas Industry   Bhopal, India
- Designed Excel-based tools to aggregate emissions data into a comprehensive emissions inventory and perform economic analysis of mitigation options for the major emission sources; analysis revealed savings of $3.75 million.
- Presented the results of the measurement study and mitigation options to EPA client in a technical presentation.

Energy Performance Benchmarking and Conservation Potential   Washington, DC
   – Established a baseline energy consumption profile for equipment used in transmission
      processing of oil and gas by researching Title V permits, vendor documents, and by using
      engineering calculations.
   – Developed an estimate of potential energy savings by creating a database of conservation
      methods and using a proprietary calculation platform.

Climate Business Opportunities   Washington, DC
   – Identified key investment opportunities to target as climate change and sustainability
      become increasingly important in developing countries.
   – Inventoried and projected the growth of emissions from the oil and gas industry in
      developing countries based on key market metrics.
   – Estimated reduction potential for emissions by evaluating the implementation of mitigation
      technologies, including the potential for miniaturized gas-to-liquid technologies.
   – Conducted a rigorous search of potential companies within the target regions that met the
      client's stringent investment criteria.

ABC ENERGY PARTNERS   June 2013 - June 2015
Project Coordinator Bethesda, MD
   – Delivered technical presentations on emission mitigation technologies and practices and
      provided logistical support for numerous technology transfer workshops.
   – Researched and organized data on process units at refineries
   – Calculated the equivalent distillation capacity of each refinery in the U.S. that took into
      consideration the complexity of process units at each refinery.

RESEARCH EXPERIENCE

PETROLEUM INSTITUTE   June - August 2012
Research Assistant Abu Dhabi, U.A.E
   – Established a theoretical formalism linking thermal and visco-elastic properties of crude oil
      used in reservoir simulations and enhanced oil recovery methods.
   – Published results of research:
      – Ayaz, A.; **Masters, R.T**., Temperature dependent thermodynamic and thermo-elastic
         properties of crude oil. Journal of Engineering Topics 2012, vol. 5, pp 123-145.
      – **Masters, R.T**., Perez, P., Visco-elastic and dielectric relaxation studies of crude oil.
         Petroleum Science and Technology 2013, vol.21, pp 234-344.

AFFILIATIONS

American Institute of Chemical Engineers   September 2011 - present
Association of Energy Engineers   May 2013 - present
Tau Beta Pi Honor Society   September 2012 – May 2013

92 Elm St.
Apt # 6
Greenbelt, MD 20770

Alexis E. Watson

301.555.1234
student@umd.edu
Linkedin.com/in/phdwats

Education

Ph.D. in Electrical and Computer Engineering, Communication   Expected: 5/2019
University of Maryland, College Park, MD   GPA: 3.91/4.0

M.S. in Electrical Engineering, Control Systems   9/2013
Sharif University of Technology, Tehran, Iran   GPA: 3.81/4.0

B.S. in Electrical Engineering   5/2011
Sharif University of Technology, Tehran, Iran   GPA: 3.78/4.0

Computer Skills

Platforms: Unix, Linux, DOS, Windows XP/2000/NT, and VAX/VMS
Languages: C/C++, Java, MATLAB, Verilog, Assembly and C for Texas Instruments DSP processors, Assembly and C for embedded systems and Intel x86 Assembly
Software: Network Simulator (**NS2**) GloMoSim, CPLEX, and Qualnet

Experience

Graduate Research Assistant, ECE Department, College Park, MD   8/2015 - Present
- Conduct research on dynamical behavior of TCP traffic in IP networks, and developed *award winning* CDMA Aggregate Perturbation **(CAP)** technology for Distributed Denial of Service (DDoS) Internet attacks (*C/C++, MATLAB, TCL and NS2 code*).
- Lead the design team of a library of signal processing blocks in Verilog. Designed and implemented *Dataflow/RTL* and *gate level* realization DSP blocks including FIR and IIR filters.
- Implement both the transmitter and receiver of a V22bis modem according to the ITU-T recommendations based on the Texas Instruments TMS320C30 DSPs (*C and TI Assembly Code*).

Control System Designer, MKK Control Systems (founder), Tehran, Iran   8/2013 - 7/2015
- Designed front-end of an embedded system of an autonomous process controller, which is currently being mass produced and has been installed in more than 100 plants.

Control System Design Chief Engineer, Fan-Niroo Company, Tehran, Iran   8/2013 - 8/2015
- Designed and implemented a control, emergency shutdown and process visualization system.
- Oversaw extensive hardware design of digital and analog control boards and implementation of programming in C/C++ and X86 Assembly.

Awards and Leadership

- *First Place Award of Business Plan Competition,* University of Maryland, 2017, for **MacroPhage Networks** (With Prof. M. Shayman and Dr. M. Alasti).

- *Received $50,000 University Technology Development Fund (UTDF),* Maryland Technology Development Corporation (TEDCO), 12/2016. (With Prof. M. Shayman).

- *President,* University of Maryland Electrical and Computer Engineering Graduate Student Association (ECEGSA), 2016 -2017.

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U.S. Patent and Invention Disclosure

- *Method for Quantifying Responsiveness of Flow Aggregates to Packet Drops in A Communication Network* (US pending patent number 123456789).

- *Using Direct Sequence Spread Spectrum to Determine Responsiveness of a TCP Aggregate to Packet Drops,* reported to the Office of Technology Commercialization, University of Maryland, 4/2017, Ref. No. IS-1111-000.

Selected Publications

M. Shayman, R. Gahremanpour, R. Skoog, N. Jasinski and A.E.Watson., *"Network Management and Control Mechanisms to Prevent Maliciously Induced Network Stability,"* Proc. 8th IEEE/IFIP Network Operations and Management Symposium (NOMS-2018).

A.E.Watson, K. Gallichio, and M. Shayman, *"Mitigation of Denial of Service Attacks in the Internet,"* Proc. 41st IEEE Conference on Decision and Control (CDC-2015).

Research Proposals /Grants

"Routing and Topology Design of Hierarchical Sensor Networks" With Prof. Mark Shayman, ECE Department of the University of Maryland, Submitted to NSF Sensornet program 1/2017.

"CDMA-Based Mitigation of Distributed Denial of Service Attacks" With Prof. Mark Shayman, ECE Department of the University of Maryland, Submitted to NSF NetS program 4/2016.

Professional Activities/Affiliations

- Paper Reviewer, INFOCOM 2017
- Paper Reviewer, International Conference on Communication (ICC) 2016 and 2018
- Member, Scientific Research Society (Sigma Xi)
- Student Member, IEEE

Relevant Graduate Courses

University of Maryland: Random Processes in Communications and Control, Multi-User Communication, Wireless Communication, Digital Communications, Detection and Estimation Theory, Digital Computer Design, CAD of Digital Systems, Advanced Digital System Design

Sharif University of Technology: Switching Systems, Information Theory, Data Communication Networks, Object Oriented Programming, Neural Networks, Fuzzy Systems and Sets, Adaptive Control, Multi Variable Control, Optimal Control, Robust Control, Robotic Manipulators, Nonlinear and Digital Control, Discrete Signal Processing, Operation Research, Abstract Algebra

Additional Information

In The Media: "UM Business Plan Competition Could Launch Next Google," 5/3/2017. Received favorable comments about MacroPhage Networks and the CAP technology. Covered by PR Newswire, CBS MarketWatch, NBC, National Hispanic Corporate Council, and The Gazette.

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DENISE M. McGRAW

19 Some Fake Ct.   dSmith3@umd.edu
Elkridge, MD 21075   301-555-7890

EDUCATION

PhD, Bioengineering   **Anticipated 2019**
University of Maryland, College Park, MD
- Advanced to Candidacy, Nov. 2016
- GPA 4.0/4.0

B.S., Chemical Engineering   **May 2013**
University of Maryland, College Park, MD
- Summa Cum Laude, with Engineering Honors
- GPA 4.0/4.0

RESEARCH EXPERIENCE

Doctoral Dissertation Research   Jun. 2015 - present
University of Maryland, Baltimore, MD

- Investigate poly (amido amine) dendrimers as oral drug carriers of anticancer therapeutics.
- Assess cytotoxicity, cellular uptake and transepithelial permeability of dendrimers and dendrimer-drug conjugates using *in vitro* Caco-2 cell model
- Independently determined impact of PEGylation of dendrimers on dendrimer transport, uptake and interactions with epithelial tight junctions.
- Co-wrote book chapter: R. Kolhatkar, **D. McGraw**, and H. Ghandehari, "Functionalized Dendrimers as Nanoscale Drug Carriers," in Multifunctional Pharmaceutical Nanocarriers, V. Torchilin (ed), Springer, 2009, pp. 201-232.
- Presented research poster at conference: **D. McGraw**, R. Kolhatkar and H. Ghandehari. "PEGylation of Anionic PAMAM Dendrimers: Implications for Oral Delivery." Poster presentation, 35th Annual Meeting of the Controlled Release Society, New York, NY, July 12-16, 2009.

Undergraduate Research Project   Aug. 2010 - Apr. 2013
University of Maryland, College Park, MD

- Completed a competitive, NSF-funded, Research Experience for Undergraduates (REU) summer internship program and then continued research project as an undergraduate research fellow.
- Determined the surface structure and chemistry of DNA-GaAs biochips using Grazing Incidence X-ray Scattering, X-ray Photoelectron Spectroscopy and Atomic Force Microscopy.
- Published manuscript in IEEE: M. Al-Sheikhly, **D. McGraw**, et al. "Radiation Induced Failure Mechanisms of GaAs Based Biochips," *IEEE Transactions on Device and Materials Reliability*. Vol. 4, No. 2., June 2005.

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Summer Undergraduate Research Fellowship (SURF)   Jun. - Aug. 2012
National Institute of Standards and Technology, Gaithersburg, MD

- Developed an automated method to convert two-dimensional HIV protease inhibitor chemical structures to three-dimensional animations showcasing inhibitor interactions with protease active site using Pymol software.
- Created 300 visualizations of HIV Protease-Inhibitor interactions to supplement HIV research database (HIVSDB).
- Presented results to scientists and peers at SURF Symposium.

WORK EXPERIENCE

Graduate Teaching Assistant   Sep. 2016 - May 2017
University of Maryland, College Park, MD

- Facilitated laboratory exercises for 40 students in Freshman Bioengineering Laboratory and delivered weekly lectures on engineering and biology topics.
- Graded 50 homework assignments weekly for Computational Methods in Bioengineering course and answered student questions concerning C and Matlab programming languages.

Undergraduate Teaching Fellow   Jan. - May 2013
University of Maryland, College Park, MD

- Selected as a Women in Engineering Undergraduate Teaching Fellow.
- Developed lesson plans for and led a 1.5 hour recitation each week for 30 students in "Mass and Heat Transfer.

Clark School Ambassador   Jan. - Aug. 2012
University of Maryland, College Park, MD

- Served as a student representative for the College of Engineering, giving presentations and tours to prospective students and parents, visiting local high schools and performing other recruitment duties.
- Developed curriculum and activities for "Discovering Engineering," a week-long engineering summer camp for middle school students.

LEADERSHIP AND EXTRACURRICULAR ACTIVITIES

- Tau Beta Pi, Recording Secretary (2011-2012) and Scholarship Chair (2013)
- Chemical Engineering Chair Search Committee, Undergraduate Representative (2012)
- Gemstone Coordinator Search Committee, Student Representative (2011)

AWARDS

- National Science Foundation Graduate Research Fellowship, 2015- 2017.
- A. James Clark School of Engineering Dean's Award, May 2013.
- Barry M. Goldwater Scholarship, 2012-2013.

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