College of Engineering

Undergraduate Sample Resumes

Polly Mer

Address: XXXX Forbes Avenue, SMC XXX, Pittsburgh, PA 15289 **Phone:** XXX-XXX-XXXX **E-Mail:** xxxxx@andrew.cmu.edu

Objective

To obtain a summer internship leveraging my analytical skills and laboratory experience in an engineering role at a chemical company

Education

Carnegie Mellon University, Pittsburgh, PA **Expected: May 2020**
Bachelor of Science in Chemical Engineering
Minors in Chemistry and French
GPA: 3.75/4.00

New York High School New York, NY
High School Diploma, June 2016
GPA 3.82/4.0

Relevant Experience

Research Experience for Undergraduates, University of Illinois at Urbana-Champaign **May-August 2015**
Undergraduate Researcher

- Synthesized and characterized gold nanoparticles and liposomes for analysis of α-synuclein protein
- Attended weekly group meetings with graduate students and principal investigator Professor Cathy Murphy
- Prepared oral and poster presentations for Illinois Summer Research Symposium

Additional Experience

Global Communication Center, Carnegie Mellon University **August 2015-Present**
Writing Tutor

- Meet with 4 students per week to improve organization, argument, analysis, and communication skills in writing

Lexus of North Hills, Wexford, PA **December 2014-January 2015, August 2015**
Office Assistant

- Entered receipting and sales data and filed paperwork for the largest volume luxury dealer in Western Pennsylvania
- Processed an average of 25 customer service calls per session resulting in 100% client follow up within 48 hours

Leadership

College of Engineering Community Building Committee, Carnegie Mellon University **April 2015-Present**
Liaison to the First-Year Advisory Board

- Work with the Dean's Office and facilities staff to plan and advertise for multi-class events drawing 100-200 students

Society of Women Engineers, Carnegie Mellon University **September 2014-Present**
Publicity Chair (2015-2016)

- Prepare advertising material for print and social media for on average 15 events per semester

Committee Member – "SWEet" Week, CIT Ball (2014-2015)

- Participate in weekly event planning meetings to coordinate 2 events which encourage women in engineering that drew 40 and 200 students respectively

Honors, Awards, Scholarships

College of Engineering Dean's List Fall 2014
Carnegie Scholarship, Carnegie Mellon University (Academic) 2014-2018
J.L. Stone Memorial Scholarship, Carnegie Mellon University (Academic) 2014-2018
National Honor Society, New York High School 2016

Skills

Computer: Proficient in Microsoft Office Suite, OriginLab, ImageJ; Familiar with MatLab, Photoshop
Laboratory: Proficient in gold nanosphere synthesis, liposome extrusion
Instruments: UV/Vis, Circular Dichroism, Dynamic Light Scattering, Zeta Potential
Languages: English (native); French (conversant)

Polly Mer

XXX Street | City, ST XZIPX | xxxxxxx@andrew.cmu.edu | (XXX) XXX-XXXX

EDUCATION

Carnegie Mellon University (CMU), Pittsburgh, PA
Bachelor of Science in Chemical Engineering, May 2017
Additional Major in Biomedical Engineering
Overall GPA: 3.15/4.00

Honors: College of Engineering Dean's List (GPA 3.75 or above) – Fall 2013
All-University Athletic Association Academic Recognition – Fall 2014
Lambda Sigma National Honor Society – Spring 2014 – Spring 2015

RELEVANT EXPERIENCE

Center on Aging at Miller School of Medicine, University of Miami, Miami, FL
Software Developer Intern, Summer 2015

- Collaborated with a team of 5 researchers in the software development of an Android application to enhance social connectivity, memory, skill building, and resource access for a sample group of 100 older adults
- Implemented, tested, and debugged website designs and functionalities by leveraging a variety of frameworks, libraries, and APIs, including jQuery, jQuery Mobile, PhoneGap Build, Gmail API, and Facebook API

PROJECTS

TA Crush, Principles of Computing, Spring 2015

- Used Python to design and implement a Candy Crush-like game with Tkinter

Protein Content and Creatine Analysis Project, Chemistry Lab, Spring 2015

- Designed and executed an experiment to determine the creatine content in various milk samples through use of a reverse phase HPLC (team of four students)

LEADERSHIP

Varsity Volleyball Team, Carnegie Mellon University, Pittsburgh, PA
Defensive Specialist, Fall 2013 – Present

- Competed in all 35 matches last season and recorded 324 digs in two seasons
- Placed 3rd in the 2013 University Athletic Association (UAA) Conference Tournament and reached the First Round of the 2013 NCAA Division III Women's Volleyball Tournament

Residential Life Staff for Doherty Apartments, Carnegie Mellon University, Pittsburgh, PA Resident Assistant (RA), Fall 2015 – Present

- Collaborate with 5 Residential Life Staff members to build community among upperclassmen residents by hosting weekly events and developing supportive relationships
- Respond to emergency situations and resolve disputes for an assigned 35 residents

Historian/Selections Chair of Lambda Sigma National Honor Society, Fall 2014 – Spring 2015

- Served as Head of Selections Committee for the incoming freshmen class by reviewing applications and organizing an induction ceremony for 30 incoming freshmen
- Managed alumni relations and led the Personal Relations Committee by producing physical and virtual advertisements for service events

South Florida Hugh O'Brian Youth Leadership (HOBY) Facilitator, May 2014 and May 2015

- Supervised a group of 10 HOBY ambassadors (high school sophomores) through a variety of team building and leadership activities during the annual South Florida HOBY Leadership Conference
- Promoted an energetic and passionate environment, facilitated meaningful group discussions, and served as an enthusiastic role model for the 100 HOBY ambassadors attending the conference

SKILLS

Languages/Software: HTML/CSS (Beginner), JavaScript (Intermediate), Python (Intermediate), MATLAB (Beginner)
Laboratory: HPLC (Beginner), UV-Vis (Beginner), and Atomic Absorption (Beginner)
Spoken Languages: Spanish (Intermediate reading and writing, Beginner speaking)

ACTIVITIES

Society for Women in Engineering (SWE) – Spring 2014 – Present
Doctors of Carnegie Society (DOCS) – Spring 2014 – Present
Emerging Leaders (Environmental Conservation) – Spring 2014

Bridget Spector

Permanent Address: XXXX Street, Apt, City, ST XZIPX Current Address: SMC XXXX Avenue, Pittsburgh,PA XZIPX
xxxxxx@andrew.cmu.edu

EDUCATION

Carnegie Mellon University, Pittsburgh, PA — Anticipated May 2020
Bachelor of Science; Majors: Civil Engineering & Engineering & Public Policy; Minor: Global Systems and Management
GPA: 3.51; Awards: Deans List (Spring 2015); New Vision Scholarship Award; SHPE Scholarship Recipient (Fall 2015)

Central Park East High School, *Advanced Regents Diploma,* New York, NY — June 2016
GPA: 4.0; Advanced Placement coursework: Physics C, Calculus AB, U.S. History, Statistics
Awards: Hispanic Heritage Foundation Scholarship Award (2014), Valedictorian (2014)

ACADEMIC PROJECTS

Engineering and Public Policy Project, Pittsburgh, PA — January 2015-Present
- Act as a technical analyst for a consulting firm that specializes in solving technical problems that impact society and provide feedback to policy makers regarding the usage of solid waste recycling for electricity generation.
- Create a detailed analysis including graphs and tables of whether the policy makers should implement the policy.

Civil Engineering Bridges Over Water Project, Pittsburgh, PA — September-December 2014
- Estimated time for the level of dissolved oxygen contained in a lake to be high enough to sustain aquatic life; tested the water every five hours using Hecuvac test to measure the oxygen.
- Collaborated in a team of four to create a report to advise the professor on the appropriate time to restock the lake including graphic analysis and tables with data.

LEADERSHIP & EXPERIENCE

Society for Hispanic Professional Engineers (SHPE), *Community Outreach Chair,* Pittsburgh, PA — August 2014-Present
- Organize and plan events including a soccer tournament and community service with additional organizations on campus and SHEP chapters at universities such as the University of Pittsburgh.
- Contact, via email, high schools and local organizations to increase awareness of the Latino Community in Pittsburgh.
- Attend events with representatives from companies including Exxon Mobile and Google.

Sponsors for Educational Opportunity (SEO), *Scholar & Ambassador,* New York, NY — January 2011-Present
- Selected to participate in an academic achievement program; completed 720+ hours of coursework.
- Participated in career exploration and networking events; shared personal experiences with potential donors.

SEO-U — April 2015-Present
- Obtain internship preparation through coursework on accounting and consulting; receive training on interviewing & resume editing.

Bloomberg L.P, *Leadership, Learning & Organizational Development Intern,* New York, NY — May-August 2015
- Worked with business partners, leaders and relationship managers to create development solutions to impact company operation.
- Completed analytical projects involving Human Relations systems, data and Bloomberg Terminal.
- Assisted during weekly speaker series to assemble materials and introduce speakers.
- Supported recruiters and facilitated a mixer by planning and organizing an event with 400 people in attendance.
- Developed a solution for Bloomberg campus recruiting working in a team of four; presented to 400-500 Bloomberg operations personnel; received award for technical operations.

Continental Shipping Corporation, *Social Media Expert,* New York, NY — March-May 2014
- Managed Facebook and Twitter accounts; completed emails and phone calls to clients concerning payments and package status.
- Completed clerical duties including ensuring all payments were completed and clients received receipts; packed boxes and completed copies of necessary documents.

SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint; Intermediate proficiency in Python 3; Experienced with Bloomberg
Languages: Fluent in Spanish and English

Bridget Spector

XXXX Ave, City, ST XZipX | xxxxxx@andrew.cmu.edu | XXX.XXX.XXX

EDUCATION

Carnegie Mellon University, Pittsburgh, PA, May 2018
Bachelor of Science in Civil Engineering, Additional Major in Engineering & Public Policy
Overall GPA: 3.43, Dean's List Fall 2014, Spring 2015

EXPERIENCE

DPR Construction, San Francisco, CA *Summer 2016*
Project Engineer Intern

- Obtained experience in preconstruction, construction, BIM, consulting and closeout
- Teamed up with project clients including SFO, Alexandria Real Estate, Genentech, NASDAQ and DPR Executive Board
- Attended Stanford Center for Integrated Facility Engineering (CIFE) VDC Certificate Program

Carnegie Mellon University, Pittsburgh, PA *October 2012 – Present*
Office Assistant, Biomedical Engineering Graduate Program

- Works closely with the Graduate Program Coordinator by compiling student data, calculating over 500 admissions statistics and hosting prospective faculty and students
- Designed and planned commencement ceremony for Biomedical Engineering graduate and undergraduate students for past three years

PROJECTS

San Francisco International Airport (SFO), *DPR Construction, Summer 2015*

- Collaborated with the DPR Consulting team to implement BIM and VDC processes into SFO's project management model
- Evaluated 50 existing Revit models and checked rulesets in Solibri Model Checker
- Designed and created Bluebeam tutorial guide and helped train clients
- Wrote bidirectional DYNAMO script that successfully extracted element data from Revit to Excel and back

Alexandria Real Estate, *510 Townsend St. (Stripe HQ), DPR Construction, Summer 2015*

- Coordinated with project engineers, managers and estimators to complete preconstruction request for information (RFI) log and submit RFI attachments
- Created hundreds of submittals in CMiC from project specification book

Building Information Modeling (BIM), *Carnegie Mellon University, Fall 2014*

- Worked with Dr. Burcu Akinci to explore Revit and Solibri and to research BIM public policy in Independent Study
- Modeled sections of Carnegie Mellon University and sample houses

COURSEWORK

Reality Computing: The Adaptive Home	BIM Construction and Facility Management	Water Resource Systems Eng.
Guest Experience and Theme Park Design	Project Management for Construction	Environmental Eng.
Writing for the Professions	Decision Analysis and Support Systems (DADSS)	Geotechnical Eng.

SKILLS

Application:	AutoCAD, Revit, Navisworks, BIM 360 Glue, Solibri, Bluebeam Revu, MATLAB, MS Project, MS Office, CMiC Project Management, Adobe InDesign, Adobe Photoshop, Google SketchUp
Programming:	DYNAMO, Python 3
Languages:	English, Mandarin, Cantonese, Conversational Spanish

LEADERSHIP

Zeta Tau Alpha Fraternity, Carnegie Mellon University
Vice President: Programming, 2016 – Present
Director of Alumni Relations, Director of Anchor Games, Spring 2015
Orientation Leader and Counselor, Carnegie Mellon University, Fall 2014 – 15

DAT A. STRUCTURES

ece@andrew.cmu.edu 412.889.4600 (Cell)
U.S. Citizen

EDUCATION

CARNEGIE MELLON UNIVERSITY Pittsburgh, PA
Bachelor of Science in Electrical and Computer Engineering — MAY 20XX
Overall GPA: 3.37/4.00

NASHUA HIGH SCHOOL Nashua, NH
High School Diploma — JUNE 20XX
Overall GPA: 3.80/4.00
Rank: 5/196

RELEVANT COURSES

Electrical and Computer Engineering*
Differential Equations
Calculus in Three Dimensions
Mechanical Engineering and Physics
Introduction to Data Structures *
* Spring 20XX

SKILLS

Programming Languages: Python, JavaScript, CoffeeScript, JSON, C, SML, Java, HTML
Operating Systems: Windows 8.1/10, MacOS X, UNIX
Software: Microsoft Office, Matlab, Mathematica
Spoken Languages: Spanish

PROJECTS

Robot, Robotics Institute — Spring 20XX
- Constructed smaller circuits using a protoboard to power a beeper, LED, clock, memory chip, and two motors
- Combined circuits to create a mini programmable robot
- Programmed the robot to successfully complete a test course

15-112 Term Project — Fall 20XX
- Strategy game implemented in Python based on Sid Meier's Civilization
- Functional opponent AI, resource gathering, civilization building, combat

WORK EXPERIENCE

O'CONNOR IRRIGATION Nashua, NH
Irrigation System Installation Workman — Summer 20XX
- Assisted Senior Associate with plumbing, head installation, Ditch Witch, trench digging, wiring, and programming
- Developed schematics using proper measurements and gauges
- Applied and spread appropriate amounts of loam and grass seed post-installation

ACTIVITIES

Varsity Soccer, Carnegie Mellon University — August 20XX – present
Intramural Softball, Carnegie Mellon University — 20XX
Intramural Doubles Table Tennis, Carnegie Mellon University — 20XX
National Honor Society Secretary, Nashua High School — 20XX –20XX
Varsity Club President, Nashua High School — 20XX
Varsity Soccer Captain, Nashua High School — 20XX
Intramural Table Tennis Manager, Nashua High School — Spring 20XX

HONORS

Dean's List, College of Engineering: Fall 20XX
Nashua High School Mathematics Award
Massachusetts Institute of Technology Book Award
U.S. Marines Scholarship
Who's Who Among American High School Students: 20XX, 20XX, 20XX

SOFIE WARE

sofieware@andrew.cmu.edu 412.626.4444
U.S. Citizen

EDUCATION

CARNEGIE MELLON UNIVERSITY Pittsburgh, PA
Bachelor of Science in Electrical and Computer Engineering — MAY 20XX
Minor: Chinese Studies
Overall GPA: 3.4/4.00

COMPUTER SKILLS

Programming Languages: C/C++, Java, Python, System Verilog, Verilog, MATLAB
Software: Git, MS Office, SolidWorks, AutoCAD, Revit, AGi32, Cadence
Operating Systems: Apple Macintosh OSX, Microsoft Windows OS, Linux Ubuntu
Foreign Languages: Mandarin (Chinese)

WORK EXPERIENCE

CARNEGIE MELLON UNIVERSITY CYLAB Pittsburgh, PA
Summer Research Software Intern — Summer 20XX

- Accomplished autonomous flight using GPS Waypoints for A.R. Drone 2.0
- Assisted in human detection algorithms using thermal camera
- Contributed to long-range radio drone-to-drone communications

M.C. DEAN Dulles, VA
Design Engineer Intern — Summer 20XX

- Designed lighting circuits in 2 current projects using AutoDesk AutoCAD and Revit
- Performed lighting calculations and analysis using AGi32
- Conducted over 20 pages of takeoffs for cost analysis
- Corrected over 30 pages of lighting diagrams and circuiting

GENERAL DYNAMICS INFORMATION TECHNOLOGY Fairfax, VA
Technical Summer Intern — Spring 20XX

- Developed desktop virtualization solutions for 2 government contracts
- Involved in pitching Email as a Service (EaaS) to 3 U.S. government agencies
- Performed a market analysis in the Federal Space for Cloud technology and desktop virtualization solutions

CARNEGIE MELLON UNIVERSITY Pittsburgh, PA
Computing Skills Course Instructor, Computer Education — August 20XX – May 20XX

- Instructed required computer skills course for incoming freshmen
- Worked with and evaluated students to promote maximum computing utilization

PROJECTS

Road Sign Recognition, Digital Communication & Signal Processing System Design — Spring 20XX

- Designed and implemented a road sign recognition algorithm on a TI C67 DSP
- Presented project at the Carnegie Mellon Undergraduate Research Symposium

Analog Circuit Design and Analysis, Electronic Devices and Analog Circuits — Fall 20XX

- Participated in a series of hands-on labs to build and operate analog circuits
- Gained experience in circuit and component modeling, amplifiers, filters and signal detection and processing

LEADERSHIP

OM – Spiritual Organization, President: Apr. 20XX – present, Secretary: Jan. 20XX – Mar. 20XX
Office of the Dean of Student Affairs

- Planning Committee, Take Our Children to Work Day: August 20XX – present
- Volunteer, Niteline Information Resource/ Crisis Control Phone Line: August 20XX – present
- Planning Committee, Mosaic Annual Conference on Women's Issues: 20XX – 20XX

Society of Women Engineers, Annual Winter Semiformal Chair: April 20XX – March 20XX

HONORS

Dean's List, College of Engineering: Fall 20XX
Sony Scholarship, 20XX

MANNY FACTURE

mfacture@andrew.cmu.edu | www.linkedin.com/in/mfacture

Current Address: SMC 123, 5032 Forbes Avenue, Pittsburgh, PA 15289 **Cell:** (412) 511-4422
Permanent Address: 21 School Avenue, New York, NY 10014

EDUCATION

Carnegie Mellon University Pittsburgh, PA
Bachelor of Science in Mechanical Engineering, May 2018
Double Major in Engineering & Public Policy
Overall GPA: 3.0/4.0

New York High School New York, NY
High School Diploma, June 2014
GPA 3.82/4.0

PROJECTS

Mechanical Crane Project, Spring 2016
- Designed a mechanical crane using a truss structure to lift a weight to a pre-determined height, with size, stress and weight constraints
- Collaborated in a team by combining ideas to obtain a practical concept for the task

Mousetrap Car Project, Fall 2014
- Built a small vehicle to carry a can of soda ten feet as fast as possible with only the power of a Mousetrap
- Reached the finals of the competition by working with the team to improve our design

Computer Aided Wrench Design, Fall 2014
- Designed an aluminum wrench using Creo Pro/E and analyzed the design for stress concentrations with ANSYS
- Combined metal working skills with a CNC milling machine to produce prototype wrench

WORK EXPERIENCE

Student Life Office, Carnegie Mellon University
Student Receptionist, Summer 2015-present
- Answer telephone and route calls as appropriate
- Complete projects for staff, such as organizing data on spreadsheets

Happy Summer Camp Springfield, NJ
Camp Counselor, Summer 2014
- Created and coordinated activities for ten campers 10-12 years old
- Negotiated disputes between campers and helped to set-up for parents weekend

LEADERSHIP

Vice-President, American Society of Mechanical Engineers (ASME), Spring 2015-present
- Organize monthly speaker series, which has seven corporate and alumni presenters

Treasurer, Yearbook Club, New York High School, 2013-2014
- Managed the finances for the organization with a budget of $5,000

SKILLS

Software: Microsoft Office, MATLAB, Solidworks, Creo Pro/E, Autodesk Inventor
Machines: Mill, Lathes, Drill Press, Band Saw
Language: Fluent in Spanish; Conversant in French

ACTIVITIES

Alpha Phi Omega Service Fraternity, Fall 2014-present
Intramural Sports: Softball, Volleyball, Fall 2014-present
American Society of Mechanical Engineers (ASME), Spring 2015-present
Orchestra, New York High School, 2010-2014

HONORS

College of Engineering Dean's List (GPA 3.75 and above), Fall 2014
National Honor Society, New York High School, 2014

MANNY FACTURE

Permanent: 3521 Second Avenue, Westford, MA 01881
Current: SMC 123, 5032 Forbes Avenue, Pittsburgh, PA 15289 **Cell:** 412.111.2222
Email: mfacture@andrew.cmu.edu **LinkedIn:** www.linkedin.com/in/mfacture

EDUCATION

Carnegie Mellon University Pittsburgh, PA
Bachelor of Science in Mechanical Engineering, May 2018
Double Major in Biomedical Engineering
Overall GPA: 3.0/4.0

RELEVANT EXPERIENCE

Procter & Gamble Manufacturing Company Lima, OH
Engineering Intern, Summer 2017

- Conducted line trials to determine plant capability and made recommendations for noise mitigation
- Implemented a daily management system for managing scrap in order to reduce weekly accumulation
- Commended by supervisor for completing projects 3 weeks ahead of schedule

PROJECTS

Suitcase with Vacuum Pump, Design II, Fall 2017

- Developed and built a suitcase with a vacuum pump that removed excess air to increase packing capacity by up to 50%, allowing travelers to bring more personal items per trip

Temperature Controlled Shipping Unit, Spring 2017

- Designed and analyzed with FEA a shipping container that can bring a biospecimen container to 4°C within 10 minutes
- Devised the system such that it is functional in 60°C ambient temperature

Swinging Gripper, Design I, Fall 2016

- Led a team of 5 people to create a robotic gripper that used a small motor torque to hold onto a billiards ball through one full swinging motion
- Constructed a 3D representation of the gripper in SolidWorks and ran stress simulation on the model

Astronaut's Coat Rack, Design I, Fall 2016

- Created a coat rack with mass and support constraints to sustain a load in space
- Succeeded in a design that could carry three times the required load with an acrylic structure that weighs less than 10 grams

Head Mechanic and Buggy Chairperson, Pi Kappa Alpha Fraternity, 2016 – present

- Customized and built a gravity racer, out of composite materials, for annual University racing competition
- Created and manufactured all steering, braking and mounting components
- Decreased race time by more than 5 seconds with design of new steering

RELEVANT COURSES

Manufacturing Sciences	Mechanical Systems Experimentation	Microfluidics
Computer-Aided Design	Engineering Statistics and Quality Control	Engineering Graphics
Computer-Aided Engineering	Cellular Biomechanics	Fuel Cell Systems

LEADERSHIP

Vice-President, Tau Beta Pi (National Engineering Honor Society), Spring 2016 – present

- Plan outreach events in the Pittsburgh area to bring awareness to the importance of STEM
- Motivate the 60 members to attend meetings and organize events

ADDITIONAL EXPERIENCE

Carnegie Mellon University Pittsburgh, PA
Desk Attendant, Fall 2015 – Spring 2016

- Checked students' identification to ensure the safety of the residence hall students

SKILLS

Software: Microsoft Office, MATLAB, Solidworks, Creo Pro/E, Autodesk Inventor, ANSYS, ADAMS
Machines: Mill, Lathes, Drill Press, Band Saw
Spoken Languages: Fluent in French; Conversant in Spanish

ACTIVITIES & HONORS

Pi Kappa Alpha Fraternity, 2015 – present
Men's Track and Field Team, Carnegie Mellon, 2014 – present
American Society of Mechanical Engineers (ASME), 2014 – present
Pi Tau Sigma (National Mechanical Engineering Honor Society), 2016 – present
College of Engineering Dean's List (GPA 3.75 and above), Fall 2015, Spring 2016

MANNY FACTURE

Current: SMC 123, 5032 Forbes Avenue, Pittsburgh, PA 15289 **Permanent:** 3521 Second Avenue, Westford, MA 01881
Cell: 412.111.2222 **Email:** mfacture@andrew.cmu.edu **LinkedIn:** www.linkedin.com/in/mfacture

EDUCATION

Carnegie Mellon University Pittsburgh, PA
Bachelor of Science in Mechanical Engineering, May 2018
Double Major in Biomedical Engineering
Overall GPA: 3.0/4.0
University of Madrid, Madrid, Spain
Semester Abroad, Spring 2016

RELEVANT EXPERIENCE

Procter & Gamble Manufacturing Company, Engineering Intern, Lima, OH Summer 2017

- Conducted line trials to determine plant capability and made recommendations for noise mitigation
- Implemented a daily management system for managing scrap in order to reduce weekly accumulation
- Commended by supervisor for completing projects 3 weeks ahead of schedule

PROJECTS

Suitcase with Vacuum Pump, Design II, Fall 2017

- Developed and built a suitcase with a vacuum pump that removed excess air to increase packing capacity by up to 50%, allowing travelers to bring more personal items per trip

Temperature Controlled Shipping Unit, Spring 2017

- Designed and analyzed with FEA a shipping container that can bring a biospecimen container to 4°C within 10 minutes
- Devised the system such that it is functional in 60°C ambient temperature

Swinging Gripper, Design I, Fall 2016

- Led a team of five people to create a robotic gripper that used a small motor torque to hold onto a billiards ball through one full swinging motion
- Constructed a 3D representation of the gripper in SolidWorks and ran stress simulation on the model

Astronaut's Coat Rack, Design I, Fall 2016

- Designed a coat rack with mass and support constraints to sustain a load in space
- Created a design that could carry three times the required load with an acrylic structure that weighs less than 10 grams.

Head Mechanic and Buggy Chairperson, Pi Kappa Alpha Fraternity, 2016-present

- Customized and built a gravity racer, out of composite materials, for annual University racing competition
- Decreased race time by more than 5 seconds with design of new steering

LEADERSHIP

Vice-President, Tau Beta Pi (National Engineering Honor Society), Spring 2016-present (Member since Fall 2015)

- Plan several outreach and educational events in the Pittsburgh area to bring awareness to the importance of STEM

ADDITIONAL EXPERIENCE

Carnegie Mellon University, Desk Attendant, Pittsburgh, PA Fall 2015-Spring 2016

- Checked students' identification to ensure the safety of the residence hall students

SKILLS

Software: Microsoft Office, MATLAB, Solidworks, Creo Pro/E, Autodesk Inventor, ANSYS, ADAMS
Machines: Mill, Lathes, Drill Press, Band Saw
Spoken Languages: Fluent in French; Conversant in Spanish

ACTIVITIES & HONORS

Pi Kappa Alpha Fraternity, 2015-present
Men's Track and Field Team, Carnegie Mellon, 2014-present
American Society of Mechanical Engineers (ASME), 2014-present

COMP O. SITE

mse@andrew.cmu.edu 412.889.4600 (Cell)
U.S. Citizen

EDUCATION

CARNEGIE MELLON UNIVERSITY Pittsburgh, PA
Bachelor of Science in Materials Science and Engineering May 20XX
Overall GPA: 3.31/4.00

RELEVANT COURSES

Intro to Materials Science and Engineering
Calculus in 3D
Physics I, II for Engineers
Transport of Materials
Advanced Programming in Java
Structures of Materials

SKILLS

Applications: Minitab, Labview, MathCAD, Java, Python, MS Office
Instruments: Furnace, Optical Microscope
Spoken Languages: Conversant in Spanish

WORK EXPERIENCE

CARNEGIE MELLON
Research Assistant, Materials Science and Engineering August 20XX - present

- Evaluate the surface properties of various AL finishes
- Perform ongoing mechanical testing and analysis

Manufacturing Engineering Intern, Telephonics Corporation June 20XX-Aug. 20XX

- Collaborated with a senior manufacturing engineer in projects surrounding Identification of Friend or Foe (IFF) technology UPX -40 and UPX-43 Radar
- Created sketches for parts using AutoDesk AutoCAD software
- Spent time on board cell production line soldering and inspecting PC boards for production

Irrigation System Installation Workman Summer 20XX

- Assisted Senior Associate with plumbing, head installation, Ditch Witch, trench digging, wiring, and programming
- Developed schematics using proper measurements and gauges
- Applied and spread appropriate amounts of loam and grass seed post-installation

PROJECTS

Synthesis of Titanomagnetite, Phase Diagrams and Relations Fall 20XX

- Used and created precursors, such as ulvospinel, to synthesize a titanomagnetite and analyze the properties of two different compositions to simulate the behavior of materials on Mars

ACTIVITIES

Varsity Soccer, Carnegie Mellon University: 20XX - present
Intramural Softball, Carnegie Mellon University: 20XX - present
Intramural Doubles Table Tennis, Carnegie Mellon University: 20XX
National Honor Society, Secretary (2012), Austin High School: 20XX – 20XX
Varsity Soccer, Captain (2012), Austin High School: 20XX – 20XX

HONORS

Dean's List, College of Engineering: Spring 20XX
Austin High School Mathematics Award: 20XX
Massachusetts Institute of Technology Book Award: 20XX
U.S. Marines Scholarship: 20XX

Comp O. Site

mse@andrew.cmu.edu (412) 222-1212 (Cell)
U.S. Citizen

EDUCATION

Carnegie Mellon University, Pittsburgh, PA
B.S. in Materials Science and Engineering May 20XX
Minors in Manufacturing Engineering and Photography & Digital Imaging
GPA 3.42/4.0

WORK EXPERIENCE

Power Superconductor Applications Corp., New Castle, PA Summer 20XX
Laboratory Specialist Grade IV

- Utilized engineering software such as LabView, MathCAD, and AutoCAD
- Constructed testing apparatus and tested Linear Induction Motors and Transverse Flux Machines
- Led research initiative on the use of Cryogenic Aluminum hyperconductor in company products
- Contributed to published paper: Kuznet, Levy, Wilson. "Development of High-Field Transverse Flux Induction Drive for Ordnance Handling on Navy Ships and Industrial Conveyors" *4th Int. Sym. Linear Drives for Industry Apps.*
- Participated in writing government proposals and travel to Wright Patterson Air Force Base, NIST, NRL, and ONR to meet with partners and clients

Carnegie Mellon University, Undergraduate Research
Research Assistant, The effect of surface texture on formability in Aluminum sheets Spring 20XX

- Designed templates for a photolithography process to texture Aluminum sheets
- Performing ongoing mechanical testing and analysis

Research Assistant, Grain Boundary Movement in Thin Films of Aluminum Spring 20XX

- Produced images from TEM negatives in a black and white darkroom
- Traced grain boundaries by hand to track movement and wrote original paper on hand tracing techniques

National High Magnetic Field Laboratory, Tallahassee, FL Summer 20XX
Research Intern, Topic: Superconducting Material Magnesium Diboride

- Improved production for pure MgB_2 by refining heat treatments
- Operated SQUID magnetometer and ran X-Ray Diffraction tests
- Interpreted results, wrote an original paper, and presented research to scientists, staff, and peers

ACADEMIC PROJECT

Materials Science Capstone Course, Senior Group Project Fall 20XX
Deformation of Amorphous Metallic Ribbon for use in Magnetic Core Applications

- Performed magnetic, compositional, and structural analysis on cores donated from Spang Magnetics
- Designed a billet and performed hot extrusion of a wound core at WPAFB to reduce the ribbon thickness
- Cast an amorphous rod and amorphous metallic ribbon for comparative analysis

SKILLS

Applications: Adobe Photoshop, Minitab, LabVIEW, MathCAD, Java, MS Office
Instruments: Scanning Electron Microscope (SEM), X-Ray Diffraction (XRD), SQUID Magnetometer, Differential Scanning Calorimetry (DSC), Differential Thermal Analysis (DTA), UV-Vis spectrophotometer, Vickers Hardness Testing, Charpy Testing, Polishing, Melt Spinning, Photography and Black and White Darkroom, Color Photography Darkroom, Soldering

LEADERSHIP AND HONORS

Resident Advisor, CMU Apartments	20XX- present	National Society of Collegiate Scholars	20XX-20XX
Judith Resnik Challenger Scholarship	20XX-20XX	Student Action Committee, MSE	20XX-20XX

MECKIE D. ZINE

Email: meckiedzine@andrew.cmu.edu | **Portfolio:** meckiedzine.com | **Cell:** 123.555.4567

EDUCATION

Carnegie Mellon University | Pittsburgh, PA
B. S. in Mechanical Engineering | May 2018
Double Major in Robotics
GPA: 3.0/4.0

RELEVANT EXPERIENCE

Procter & Gamble Manufacturing Company
Engineering Intern | Lima, OH | Summer 2017

- Conducted line trials to determine plant capability and made recommendations for noise mitigation
- Implemented a daily management system for managing scrap in order to reduce weekly accumulation

PROJECTS

Robotic Arm (Independent Project) | Fall 2015-present

- Created and manufactured device in order to help children safely reach for and carry objects

Suitcase with Vacuum Pump, Design II | Fall 2017

- Developed and built a suitcase with a vacuum pump that removed excess air to increase packing capacity by up to 50%, allowing travelers to bring more personal items

Temperature Controlled Shipping Unit | Spring 2017

- Designed and analyzed with FEA a shipping container that can bring a biospecimen container to 4°C within 10 minutes
- Devised the system such that it is functional in 60°C ambient temperature

Swinging Gripper, Design I | Fall 2016

- Led a team of five people to create a robotic gripper that used a small motor torque to hold onto a billiards ball through one full swinging motion
- Constructed a 3D representation of the gripper in SolidWorks and ran stress simulation on the model

Astronaut's Coat Rack, Design I | Fall 2016

- Designed a coat rack with mass and support constraints to sustain a load in space
- Created a design that could carry three times the required load with an acrylic structure that weighs less than 10 grams.

Head Mechanic and Buggy Chairperson, Alpha Beta Fraternity | 2015-present

- Customized and built a gravity racer, out of composite materials, for annual University racing competition
- Decreased race time by more than 5 seconds with design of new steering

LEADERSHIP

Vice-President, American Society of Mechanical Engineers | 2016-present

- Organize monthly speaker series, which has seven corporate and alumni presenters

Treasurer, Alpha Beta Fraternity | Fall 2016-Spring 2017

- Managed $4,500 in funds for 32 members and kept records of all activities

SKILLS

Software
Adobe CC
Illustrator
Solidworks
Creo Pro/E
ANSYS

Programming
Python
Arduino
MATLAB
Mathematica

Hands-on
Mill
Lathe
Band Saw
CNC Machines
3D Printer
Laser Cutter
Soldering

ACTIVITIES & HONORS

Alpha Phi Omega
Service Fraternity
Fall 2015-present

Robotics Club
Fall 2014-present

American Society of Mechanical Engineers (ASME)
Spring 2015-present

Habitat for Humanity
Volunteer
Summer 2015, 2017

College of Engineering Dean's List
[GPA 3.75 and above]
Fall 2016