Sample Resume

1234 Street ♦ A Town, CA 90000 ♦ 310-123-1234 ♦ someemail@hotmail.com

# **OBJECTIVE**

An internship position in field of mechanical engineering.

**EDUCATION**

Loyola Marymount University (LMU), Los Angeles, CA

**Bachelor of Science in Engineering**, **Mechanical Engineering** May 2011

**RELATED PROJECTS**

**Mini Baja:** Designed, constructed & raced motorized vehicle in regional competition; team placed 42nd

**Lighter Than Air Vehicle:** Designed & built vehicle under specific constraints to deliver payload from point A to B

**EXPERIENCES**

**Teaching Assistant** 2009 – Present

LMU Science and Engineering Department, Los Angeles, CA

♦ Collaborate with faculty to develop classroom presentations in their absence

♦ Provide tutoring for students

♦ Maintained class grades

**Corporate and Personal Assistant** 2009 – Present

Comedy Workshops Production, Venice, CA

♦ Track all accounts receivable and payable for company and personal finances

♦ Recruit and publicize class openings and corporate speaking engagements

♦ Maintain and organize class rosters, personal files and schedules

**Research Assistant** Summer 2008

LMU Science and Engineering Department, Los Angeles, CA

♦ Gathered information for research papers on mechanical engineering topics, resulting in publication

♦ Collaborated with co-writers, researchers and faculty to produce publication

♦ Edited/rewrote articles per journal specifications

**Administrative Assistant** 2007 – 2008

LMU Student Employment Services, Los Angeles, CA

♦Performed general clerical duties

♦Assisted with the hiring of work-study students

♦Organized and maintained files

**COMPUTER SKILLS**

♦ **Engineering Software**: Mathlab, AutoCAD, Pro-Engineering, & Working Model

♦ **Microsoft** **Office**:Works, Words, Excel, Spreadsheet and Power Point

♦ **General Office Software**: Quicken 2008, ACT, Access and some basic web design knowledge