

SAMPLE STUDENT

Elmhurst, IL 60045

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ELECTRONICS ENGINEERING TECHNICIAN

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science:

Electronics Engineering Technology Degree

Anticipated Completion May 20xx

COURSEWORK

DC Network Analysis

Optics and Sensors

AC Network Analysis

RF Network Analysis

Digital Electronics

Semiconductor Devices

WORK EXPERIENCE

Electronics Engineering Technician Intern

June 20xx to Present

Reotech, Inc., Chicago, IL

- Test, debug and install electrical components
- Ensure compatibility of system supplied by Reotech with customer systems
- Train customers in electrical operations and maintenance
- Participate in electrical installation print review, electrical assembly and electrical testing
- Operate in a team environment and communicate clearly
- Prepare components for shipment to project sites

Mortgage Loan Processor

January 20xx to August 20xx

JP Chase Morgan, Schaumburg, IL

- Obtained all documentation for high-end mortgages
- Reviewed tax returns for completeness before submitting to underwriting
- Contacted mortgage advisors for missing items to expedite underwriting process
- Collaborated with managers and team members to achieve company goals
- Scanned documents to system files to maintain paperless environment
- Reviewed title commitments to make sure title was clear of any liens

VOLUNTEER EXPERIENCE

Volunteer Buddy / Sales Assistant

May 20xx to Present

Clearbook, Arlington Heights, IL

- Assist adults with disabilities in sports programs and activities
- Sell, stock and sort merchandise in resale store