

## THOMAS R. BRIGHT

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
- 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