

Theresa Woodfield

Palatine, IL 60067

847.555.1212

twoodfield@gmail.com

Mechanical Engineering Internship

EDUCATION

Harper College, Palatine, IL
Enrolled in Engineering Pathways to University of Illinois
GPA: 3.9/4.0

August 20xx to Present

RELEVANT COURSEWORK

Introduction to Engineering
Mechanics of Solid
Calculus

Analytical Mechanics
Physics
Chemistry

SKILLS

Knowledge of CAD
Basic programming skills
Proficiency in Microsoft Word, PowerPoint and Excel

WORK EXPERIENCE

Harper College, Palatine, IL

August 20xx to Present

Student Aide – Math and Science Division

- Assist with clerical work which includes copying documents and filing records
- Answer telephones, assist callers by providing information, transferring to the correct correspondent or resolving any concerns
- Assist faculty and staff by retrieving packages and information from other division offices

Pizza Hut, Palatine, IL

January 20xx to August 20xx

Cashier

- Maintained and balanced cash drawer daily
- Demonstrated multi-tasking and prioritizing skills while assisting more than one customer at a time during peak times and provided outstanding customer service
- Participated in training sessions

ACTIVITIES

Harper College, Palatine, IL

- Society of Engineers, Member
- Math Club, Member

September 20xx to Present

September 20xx to Present