

THOMAS R. BRIGHT
675 Sycamore Lane
Elmhurst, IL 60045
847.555.1212
thomasrbright@gmail.com

OBJECTIVE

Seeking position as an **Electronics Engineering Technician**

EDUCATION

Harper College, Palatine, IL
Associate in Applied Science: Electronics Engineering Technology Completion May 20xx

COURSEWORK

DC Network Analysis	AC Network Analysis	Digital Electronics
Analog Electronics	RF Network Analysis	Semiconductor Devices

WORK EXPERIENCE

Electronics Engineering Technician Intern 20xx to Present
Reotech, Inc., Chicago, IL

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

Mortgage Loan Processor 20xx to 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 20xx to Present
Clearbook, Arlington Heights, IL

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