

Theresa Woodfield
1200 West Algonquin Road
Palatine, IL 60067
847.555.1212
twoodfield@gmail.com

OBJECTIVE

Seeking an internship in Mechanical Engineering utilizing recent coursework

EDUCATION

Harper College, Palatine, IL August 20xx - Present
Enrolled in Engineering Pathways to University of Illinois
GPA: 3.9/4.0

RELEVANT COURSEWORK

Introduction to Engineering, Analytical Mechanics, Mechanics of Solids, Physics, Calculus and Chemistry

SKILLS

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

WORK EXPERIENCE

Harper College, Palatine, IL August 20xx - 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 divisional offices

Papa John's Pizza, Palatine, IL January 20xx - August 20xx
Cashier

- Maintained and balanced cash drawer daily at the end of each shift; located and corrected errors after performing transactions
- 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