

SAMPLE STUDENT

Palatine, IL 60045

847.555.1212

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www.linkedin.com/in/samplestudent

ELECTRONICS ENGINEERING TECHNICIAN

Highly skilled and detail-oriented electronics technician with hands-on experience testing, troubleshooting, completing board-level repairs, debugging, and installation and maintenance of industrial electronic systems. Exceptional communication, interpersonal, organization, and problem-solving skills. Ability to work collaboratively on a team and independently to complete projects efficiently.

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science:

Electronics Engineering Technology Degree	Anticipated Completion May 20xx
Industrial Maintenance Certificate	May 20xx
Electronics Certificate	December 20xx

RELEVANT COURSEWORK

DC Network Analysis	AC Network Analysis	Digital Electronics
Optics and Sensors	Semiconductor Devices and Circuits	Industrial Control Systems
Programmable Logic Controllers	Computer Logic & Programming Tech	Communication Systems
Commercial Wiring	Embedded Microcontroller/Processing Systems	

INTERNSHIP 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

EXPERIENCE

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

Clearbrook, Arlington Heights, IL

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