

Jane D. Smith

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Objective

Mechanical Engineering internship with NASA JPL, to utilize and expand my research capabilities

Education

California Polytechnic State University (Cal Poly) Bachelor of Science in Mechanical Engineering Overall GPA: 3.6 Class Level: Sophomore	San Luis Obispo Expected Graduation: June 20xx Deans List: 3 quarters Cal Poly Honors Program
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Relevant Coursework: Intro to MATLAB | Statics | Engineering Design Communication | Detailed Design with Solid Modeling

Technical Skills

MATLAB | SolidWorks | Microsoft Excel | PowerPoint | Word | Publisher | Soldering

Professional Experience

Instructional Student Assistant – Cal Poly September 20xx - Present

Calculus II Grader (5 to 7 hours per week)

Learned how to create rubrics while grading quizzes. Improved efficiency and organizational skills while learning and applying the grading process.

Solar USA – Los Angeles area June - September 20xx

Solar Installation Assistant

Assisted with installing steel mounts, and PVC arrays while learning mechanical and electrical skills. Gained experience with problem solving, in fast-paced, high-risk situations.

The Dance Shop – Beverly Hills, CA August 20xx - July 20xx

Sales Manager

Gained communication and leadership skills while working with customers, and entrusted with opening and closing the store.

Involvement and Leadership

Construction Projects June 20xx - Present

Invested time into projects such as finishing a basement and wood construction. Acquired skills in wall construction, drywall techniques and proficiency in using tools including a nail gun and table saw.

AP Physics Guest Lecturer – Beverly Hills High School December 20xx

Created lesson plans and lectured for a high school AP physics class. Improved public speaking and leadership skills while teaching and answering student questions.

GRID Alternatives Volunteer November 20xx

Installed solar panels while learning about the electrical process of PVC arrays.

High Altitude Balloon Project Manager Sept. 20xx – Oct. 20xx

Managed a team which successfully launched and recovered a scientific payload that reached an altitude of 107,000'. Improved teamwork skills while dealing with the challenges of delegating work to specific teams on a large-scale project. Presented results in front of the Board of Education.