

# MARY P. SMITH

(555) 555-5555 | Professional.Email@gmail.com | [View Home Address Guidelines](#)

## EDUCATION

**West Virginia University**, Morgantown, WV

Expected: May XXXX

*Bachelor of Science in Mechanical Engineering (ABET-accredited)*

Overall GPA: 3.4

## WORK EXPERIENCE

**US Steel Corporation**, Pittsburgh, PA

May XXXX – August XXXX

*Mechanical Engineering Intern*

- Assisted maintenance department in developing a work plan for planned maintenance, including equipment component replacements and implementation of electrical system updates
- Completed and documented equipment manual research, drawing searches, and updates
- Reviewed layout areas and logistical sequences for these jobs
- Produced detailed timeline spreadsheets and procedure documents developed with primary input of Maintenance Planners and Managers

**DEF Company**, Washington, PA

January XXXX – May XXXX

*Junior Project Team Leader*

- Assisted with the design of straight hand seamer used in bending, seaming and flattening sheet metal
- Created models using SolidWorks and participated in cross-functional product-development meetings
- Contributed idea for change in handle design that is expected to improve comfort and safety when gripping the seamer; Product is currently in preproduction testing phase

**U.S Air Force**, San Antonio, TX

May XXXX – August XXXX

*Senior Airman*

- Measured broken or worn parts using caliper, gauges and micrometers
- Drew working sketches, made templates, consulted shop drawing and selected materials
- Followed all safety protocols when handling equipment, inspected machinery before use to ensure safety standards are met
- Developed maintenance schedule on all machinery and tools, implemented schedule for five personnel and documented daily updates

## EXTRACURRICULAR ACTIVITIES

**Society of Women Engineers**, WVU Chapter

August XXXX – Present

*Professionalism Chair*

- Organized an Etiquette Dinner for over 100 members; secured \$8,500 in sponsorships

## TRAININGS & AWARDS

Metals Technology Certification

June XXXX

Basic Military Training

December XXXX

Airman's Medal

May XXXX

## TECHNICAL SKILLS

**Programs:** AutoCAD, SolidWorks, MS Project, MATLAB, MS Excel

**Machining and Welding Tools:** CNCs, mills, lathes, angle grinders, plasma cutters, oxy-acetylene torches, arc welders, band saws, grinders, shears, drill presses, chop saws, etc.