

# Jane A. Doe

Address • Phone Number • janedoe@gmail.com

## EDUCATION

### Local University/Highschool

Bachelor of Science

Cumulative GPA: 3.06

**Relevant Coursework:** Multivariable Calculus, Multiple Integration and Vector Calculus, Thermodynamics of Materials, Java-Based Computer Science, Engineering Analysis, CAD Engineering

City, IL

September 2018–June 2022

## WORK EXPERIENCE

### Power Solutions International, Inc. *Mechanical Engineering Intern*

- Created, updated and reviewed engine component designs using SOLIDWORKS
- Enhanced the organizational system of the company within SOLIDWORKS PDM
- Attended weekly progress report meetings

Itasca, IL

June–September 2018 & 2019

### Knollwood Club *Honor Caddie*

- Attended to all the golfers' requests and needs
- Promoted to Honor Caddie status based on hard work and dedication

Knollwood, IL

May 2015–Present

### Naurex, Inc., *Lab Intern*

- Learned basic lab procedures and safe practices
- Analyzed DNA using gel electrophoresis
- Grew and processed bacterial cell cultures

Evanston, IL

June 2016–August 2016

### Academic Tutor

- Provided tutoring for ACT, SAT, Mathematics, Chemistry, and Spanish

Lake Forest and Evanston, IL

June 2016–Present

## SKILLS & INTERESTS

Programming Languages:	Java, MATLAB, MATLAB Simulink
Design Software:	SOLIDWORKS 3D CAD, Autodesk Inventor
Language:	Proficient in Spanish
Office Automation Software:	Microsoft Excel, Microsoft PowerPoint
Technical Skills:	Woodworking, Soldering/Circuitry
Interests:	Guitar playing and singing, cooking, reading

## LEADERSHIP & COMMUNITY INVOLVEMENT

### Girls for Science, *Mentor*

- Mentored fellow students in Girls for Science

### Science Olympiad

- Designed and worked on wooden helicopters as part of Science Olympiad

## AWARDS

Dean's List (>3.75 GPA)	City University/High School, December 2019
Illinois State Scholar	State of Illinois, May 2017