

First Last

123-456-7890 | abc123@drexel.edu | [LinkedIn](#) | Street Address

Education

Drexel University – Philadelphia, PA

Anticipated Graduation – June 20xx

Bachelor of Science, Electrical & Computer Engineering

Technical Skills and Coursework

Programming: Python, C, C++, Linux, Java, MATLAB, VHDL, Simulink, Verilog, LaTeX

Software: Revit, Navisworks, Bluebeam, AutoCAD, SolidWorks, Visual Studio, Windows, Microsoft Office

Hardware: Analog and Circuit Design, Arduino, Microcontroller

Coursework: Computer Organization, Design with Microcontrollers, Data Structures, Digital Logic Design

Experience

BIM Project Intern, Electric Company - Chicago, IL

Mar. 20xx - Sept. 20xx

- Developed and maintained 3D Revit models for a Microsoft Data Center Project.
- Coordinated with lead engineers to create electrical designs for cable tray, conduit and equipment layouts in a 3D model for a Data Center project.
- Conducted daily checks on BIM models to ensure accuracy and updated models to reflect design changes and correct errors.

President, Panhellenic Council - Philadelphia, PA

Aug. 20xx – Present

- Led a 5-member executive board overseeing a 350-member sorority community, representing the Panhellenic Council to the university administrators and national Greek organizations.
- Managed a \$15,000 operational budget, strategically allocating resources to support events including philanthropy, recruitment, and professional development programs.
- Coordinated Panhellenic recruitment involving 500+ participants, overseeing logistics, schedules, and communication among all chapters to ensure a successful process.

Engineering Peer Mentor, Drexel University – Philadelphia, PA

Apr. 20xx – Present

- Mentored first-year engineering students by providing academic guidance, study strategies, and professional development support.
- Assisted students in understanding engineering concepts, such as Calculus and Physics.
- Collaborated with the engineering advising team to refine mentorship programming.

Hostess, Name of Restaurant – Chicago, IL

Aug. 20xx – Jan. 20xx

- Greeted and seated guests in a fast-paced dining environment, ensuring a welcoming and organized front-of-house experience.
- Managed reservations, waitlists, and seat rotations to optimize table turnover and minimize wait times.

Projects

Arduino Scale

Mar. 20xx

- Developed embedded C++ firmware on an Arduino microcontroller to process analog input from a pressure sensor and compute object weight through calibrated voltage-to-force conversion.
- Designed a circuit system that used sensor feedback to control RGB LEDs, changing color based on the measured weight.

Personal Computer Apr. 20xx

- Designed and assembled a custom desktop computer optimized for engineering and programming.
- Diagnosed and resolved hardware and software issues related to component compatibility, system boot errors, and thermal instability during assembly and testing.

Leadership and Membership

Society of Women Engineers, Philadelphia, PA, Sep. 20xx – Present

DELTA Bridge Scholar, Drexel University, Aug. 20xx -Present

VP Administration, Panhellenic Council, Drexel University, Nov. 20xx – Present

Recording Secretary, Delta Phi Epsilon, Delta Epsilon Chapter, Oct. 20xx – Present