

MECHANICAL ENGINEERING RESUME

17279 Via Carmen
San Lorenzo, CA 94580
(510) 589-8431
roch_underwood@yahoo.com

Rochelle L. Underwood

Objective	A position as a mechanical engineer, which will allow me to use my design and problem solving skills to assist in the design and fabrication of mechanical components.
Education	B. S. Mechanical Engineering San Francisco State University - San Francisco, CA May 20XX Overall GPA: 3.58 • Engineering GPA: 3.71 • Focus: Machine Design Honors Received: Dean's List, Golden Key International Honour Society, Tau Beta Kappa Engineering Honor Society
Relevant Work Experience	Engineering Technician Assistant School of Engineering - San Francisco, CA August 20XX - Present <ul style="list-style-type: none">• Designed, analyzed, and fabricated various machine components in support of academic programs• Led the re-organization of machine shop and equipment warehouse areas which resulted in identifiable locations of tools and up to 500 square feet of free space, a 20% space reduction• Provided technical support services to the Engineering Department Staff and Faculty• Organized many events, such as seminars, banquets, and alumni BBQs for up to 200+ persons Engineering Assistant Automatic Controls Engineering - Hayward, CA June 20XX - February 20XX <ul style="list-style-type: none">• Generated tenant improvement drawings upon completion of plan and specifications from mechanical drawings• Generated as-built drawings using AutoCAD• Assisted in the organization of the office filing system, the purchasing and accounting departments and the generation of informational submittal packets for customers
Other Work Experience	Group Leader / Tour Guide USS Hornet Museum – Alameda, CA November 20XX - Present <ul style="list-style-type: none">• Lead groups of 50+ persons aboard ship for the overnight program.• Presented ships history to groups during self-guided tours.• Trained new hires for multiple positions and in the programs procedures.
Additional Qualifications	<ul style="list-style-type: none">• Certified Engineer in Training in the State of California• Experience with Microsoft Office, including Word, Power Point and Excel, Dreamweaver, Acrobat, WSFTP, and AutoCAD 2002
Leadership & Memberships	Interdisciplinary Engineering Student Advisory Board, President, 20XX Tau Beta Kappa, Engineering Honor Society, President, 20XX-20XX ASME Student Section, Chair, 20XX-20XX



San Francisco State University • Student Involvement & Career Center
1600 Holloway Ave, Student Services Building 206, San Francisco CA 94132
Tel: 415/338-1761 • Fax: 415/338-2979 • sicc@sfsu.edu • www.sfsu.edu/~sicc