UCF | Experiential Learning
UNIVERSITY OF CENTRAL FLORIDA

Resume Samples

The overall objective of your resume is to provide a composite snapshot of who you are and what skills, abilities, and knowledge you have acquired through coursework, projects, self-taught initiatives, service-learning, student organizations, volunteer work and employment. The emphasis lies on what you have to offer rather than a chronological timeline.

The following resumes were developed to help UCF students to better compete for internships and co-ops. Please use these examples to create your own unique style and clearly represents your academic and professional background.

A few reminders:
- Do not use these examples as templates
- Use descriptive action verbs
- Check for spelling, grammar, punctuation, and correct verb tense
- Minimize lines, graphics, or other distracting visuals

Table of Contents – Engineering & Technical Resumes

NAME

ADDRESS| PHONE | EMAIL| LINKEDIN

EDUCATION

University of Central Florida, Orlando, FL   May 20XX
Bachelor of Science: Civil Engineering   GPA: 3.6

SKILLS

Computer: Proficient in SAP2000, AutoCAD, C/C++
Computer: Table saw, band saw, drill press, and basic construction

PROJECT

Development of Rainwater Drainage System   Aug 20XX - Current
- Collaborated on a team of five students to develop a design system for a rainwater drainage in Little Village
- Calculated site rainwater flow and runoff coefficients; determined release rate and storage depth
- Developed subsurface system using AutoCAD to provide temporary storage of storm water run-off underground
- Performed cost analysis to determine budget for materials, labor, and timeline to complete project; presented project in an in-class presentation via PowerPoint

WORK EXPERIENCE

Assistant/Handyman
123 Contracting – Orlando, Florida   Jan 20XX - Jan 20XX
- Assist with remodeling projects for residential homes and small apartment complexes
- Learn basic construction skills such as painting, hanging trim, installing dry wall, building decks, and laying tile
- Help determine materials needed for projects, complete orders, and coordinate deliveries to construction sites
- Shadow project managers and contractors to learn how to read blueprint plans

LEADERSHIP EXPERIENCE

Leadership Pillar Ambassador   Aug 20XX - May 20XX
Collegiate Male Institute
- Creates programming targeting student's strengths for tangible application on campus and in the classroom and workplace
- Collaborates with fellow pillars to produce sequential, cohesive programming to best aid student development
- Fosters an open, inclusive (safe/brave) space to facilitate healthy, productive discussion
- Coordinates with mentors to ensure student understanding and benchmark achievement

AWARDS/HONORS

- Dean's List   May 20XX
- First Year Student Leader Award   June 20XX
- National Merit Scholar   May 20XX

OBJECTIVE   Seeking an internship or co-op in Software Development.

EDUCATION
Bachelor of Science Degree in Computer Science, GPA: 3.67 – Graduation: Aug 20XX
University of Central Florida - Orlando, FL

SKILLS
Java Programming
- Developed a dozen programs such as UI applications, algorithms, data structures, and testcase generators
- Experience in overloading methods, object inheritance, and generic method and classes

C Programming
- Developed dozens of programs such as virtual machines, abstract data structures, and ciphers
- Experience in utilizing dynamic memory allocation, bit manipulation, and pointer arithmetic

Development Techniques
- Experience in analyzing data structures and algorithms in terms of time and space complexity
- Knowledge of a dozen common algorithms such as binary search, quicksort, and Djikstra's Algorithm
- Knowledge in dynamic programming, backtracking, and divide-and-conquer techniques

Systems Knowledge
- Understanding of systems architecture such as caching, paging, CPU scheduling, and virtual memory
- Some understanding of threads, monitors, and inter-process communication

Developer Tools
- Intermediate Knowledge in: Git, Bash, Visual Studio, Netbeans, Android Studio, MySQL, Apache Hadoop, Apache Maven, Microsoft PowerShell, AJAX, LAMP Stack, Spring Framework, Drupal

PROJECTS
Skip Lists - Utilizing C
- Probabilistic dynamic data structure that improves upon linked lists' limitations.
- Compatible with any Comparable object by use of generics and overloading of the compare method.
- Methods included for insertion, deletion, and search in logarithmic runtime.

PL/0 Compiler **-** Utilizing C
- Interprets and executes code written in the PL/0 language.
- Top-down parsing catches and generates syntax errors.
- Creates assembly code that is passed to a virtual stack machine to be executed.

Turnip Android Mobile Application
- Designed and created a mobile application that notifies user when one of their friends are available.
- Directly involved in forming the idea, outlining requirements, and designing and creating the software.

EXPERIENCE
Disney World | Orlando, FL Aug 20XX – Aug 20XX
Guest Services Coordinator
- Organizing and coordinating services to assess and resolve thousands of complex resort-wide problems.
- Awarded Disney World's "Way to Go" Award for outstanding guest service.

Attraction's Attendant   Aug 20XX – July 20XX
- Ensured safe and efficient operation by coordinating with a team in a fast-paced environment.

ORGANIZATIONS
UCF Engineering Honor Society, Member Dec 20XX – Present

Name

Address   Phone Number   Email

EDUCATION

Bachelor of Science in Electrical Engineering   December 20XX
Minor: Spanish
University of Central Florida, Orlando, FL

SKILLS

Programming: Assembly, C++, Visual Basic, Avenue
Software: Matlab, AutoCAD, Arcview
Language: Conversational Spanish

RELEVANT COURSEWORK

Microprocessors	Data Structures	Feedback Control Systems
Digital Signal Processing	Fields and Waves	Communication Systems

ENGINEERING EXPERIENCE

Minimax Corporation   Orlando, FL
Intern- ScadaCam Development Department   April 20XX-May 20XX
- Converted microprocessor controls from prototype version to completed set of controls which will be installed in Arizona and Brazil next year
- Updated embedded 6811 code driving a remotely controlled camera by adding resting pulse width modulation and slow speed positional smoothing interrupts, position query, stop command, temperature averaging, and communications protocol

Miami Engineering Inc.,   Miami, FL
Intern – Geographic Information Systems Department   April 20XX-May 20XX
- Prepared GIS maps for electric utility clients using Arcview
- Reorganized server filing system by streamlining folder naming conventions for greater ease in project management
- Redesigned CAD spec sheets fixing errors caused by multiple authorship

OTHER EXPERIENCE

123 Camp   Pensacola, FL
Camp Counselor   June 20XX-August 20XX
- Organized three day and one day camping trips for 20 campers aged 12-16
- Promoted a safe and enjoyable environment for all campers

ACTIVITIES

Tau Beta Pi	September 20XX-Present
National Society of Black Engineers (NSBE)	January 20XX-Present
UCF Cross Country Club	August 20XX-Present

Name
Address • Email • Phone Number

Education

Bachelor of Science in Industrial Engineering – Minor: Computer Science   GPA: 3.6
University of Central Florida – Orlando, FL   December 20XX

Skills

Statistical Software: Minitab
Programming: C++, MATLAB, AMPL, CPLEX solver
Language: Fluent Creole & Basic Spanish

Academic Projects

Systems Simulation Class Project: UCF Gym Entrance Queue Model
- Collaborated with team of **3** to collect raw data, model elements of the gym queue in Simio and verify model
- Drafted report and presented model, data verification, and evidence for statistical decisions in a final class presentation

UCF Advanced Design Lab: Future Proof Fabrications Team Member
- Work with four team members to develop, model, and present an attraction idea to Universal Creative
- Build and refine prototype ideas and scale models iteratively with Universal Creative's feedback for presentations

Work Experience

ABC Company – Rochester, NY   May 20XX–August 20XX
Sourcing Analyst Intern
- Integrate the work flow and test a script for identifying no source parts and recommend a future work flow process
- Complete the purchasing obsolescence process for relevant parts identified during work flow (**~900** parts obsoleted)
- Group tubes and hoses from a supplier as a test case and implement obsolescence and re-source decisions

UCF Lockheed Martin College Work Experience Program – Orlando, FL   January 20XX–April 20XX
Facilities Operations Support
- Develop and schedule preventative maintenance routines for critical machinery using manuals and personnel feedback
- Improve preventative maintenance metrics and automate, observe, and revise relevant reports with Excel and VBA

Campus Involvement

UCF Society of Women Engineers (SWE)   March 20XX–Present
Executive Board Officer: President (May 2016–Present)
- Act as UCF SWE liaison to National SWE, UCF SGA, and approve club directives and financial decisions
- Lead recurring E-Board, officer meetings and general body meetings

UCF Programming Team   September 20XX–Present
- Compete in weekly **5-hour** programming practice competitions on a 3-person team
- Attend weekly algorithm lectures/problem review sessions and solve practice problems in C, C++, and Java

Honors & Awards

Member of the UCF Burnett Honors College   May 20XX
Florida Bright Futures Academic Scholar   September 20XX

Name

EDUCATION

Bachelor of Science in Information Technology   May 20XX
University of Central Florida, Orlando, FL   GPA 3.6/4.0

Associate of Science in Computer Science   December 20XX
Miami-Dade College, Miami, FL   GPA 3.5/4.0

TECHNICAL SKILLS

- ASP/ADO, C/C++, .NET, Java, SQL, XHTML/CSS/JavaScript, Cold Fusion, VBScript, XML
- Microsoft Windows, Linux
- Micromedia Flash, Adobe Photoshop, PageMaker
- SAP, Glassfish, Ruby/Rails, Groovy/Grails

RELATED COURSEWORK

Web Programming	Information Systems Management	Data Structures for IT
Database Theory and Design	Computer Networks	

RELATED EXPERIENCE

Hardware Engineer Intern
ABC Computers Inc., Sanford, FL   May 20XX - August 20XX
- Perform hardware and software installations on a variety of computers including PC's and Mac's
- Identify, isolate and repair computer equipment showing wear and tear as well as provide customers with information on preventative maintenance routines
- Provide High-level customer care, training, and technical support to a diverse population of customers
- Assemble and install a wide array of computer systems, workstations, and peripheral hardware

Information Technology Help Desk Student Assistant
University of Central Florida, Orlando, FL   August 20XX - Present
- Provided computer help desk support via telephone communications with end-users including students, faculty, staff, and campus visitors
- Performed diagnostics and troubleshooting of system issues, documented help desk tickets/resolutions and maintained equipment inventory lists
- Assisted students, faculty, and staff with login password verification to the campus-wide program, *myUCF*

INVOLVEMENT

Member, Association of Information and Technology Professionals (AITP)   August 20XX - Present
Member, UCF Network & Security Club   August 20XX- Present
Member, Association of Help Desk Professionals (AHDP)   June 20XX-Present

NAME

ADDRESS•PHONE•EMAIL

EDUCATION

University of Central Florida, Orlando, FL   May 20XX
Bachelor of Science in Mechanical Engineering   GPA: 3.7

SKILLS

TECHNICAL
Solidworks, AutoCAD, MATLAB, Visual Studio, SQL, LabVIEW, COMOS, XFLR-5, Team Center (PLM), Data Analysis, CFD (Basic), Python (basic)

LANGUAGES
English (fluent), Gujarati (conversational), Hindi (conversational), Ndebele (basic), French (basic)

RELEVANT PROJECTS

IBM HACKATHON, Team Lead, NSBE Regional Conference, Montgomery, AL   November 20XX
- Provided IBM IX with the tools to assess the severity effectively & efficiently in which business' struggle.
- Use of custom-made File I/O and SQL code to sort through survey forms filled out by business in our targeted region.
- Professionally presented and competed in front of IBM panelists, ranking 3rd in the entire NSBE Region III.

PROFESSIONAL WORK EXPERIENCE

SIEMENS ENERGY, Orlando, FL   August 20XX – Present
Energy Solutions & Plant Engineering Co-op
- Schematic fabrication for control systems of power plant electrical, mechanical & fluid teams
- Identified approx. **$1 Million** of project costs that could have been avoided had correct measures been taken and structure initiated
- 3D Design of balance of plant electrical, fuel, steam, and water systems
- Design of instrumentation and configuration customization to project-specific requirements.
- Advancements with the Leadership Team to initiate Change Management strategies to shift the current company culture towards higher quality

ORTEL ENERGY, Orlando, FL   August 20XX – Present
Co-Founder
- Our aim is not only providing a source of electricity to all but also a means through which desalination plants can reuse the energy we generate to convert more saltwater into drinking water, thus improving upon the upcoming freshwater crisis.
- This product is a revolutionary device that generates electricity from the flow of water!
- Use of CAD, CFD and Fluid Mechanics knowledge to investigate and simulate the reaction of fluid flow in the prototype.

OTHER EXPERIENCE

UNIVERSITY OF CENTRAL FLORIDA, Orlando, FL   February 20XX – August 20XX
Recreation and Wellness Center, Building Manager
- Execution of opening and closing procedures, including but not limited to reporting security, maintenance & physical plant issues
- Oversee a team of **50+** employees to ensure the **150,000** sq. ft facility is kept in immaculate condition for **70,000** members

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Name
Address
Email
Phone Number

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OBJECTIVE   To secure a challenging internship working with Optics & Lasers

EDUCATION
Bachelor of Science, Photonic Sciences & Engineering, 3.35 GPA
University of Central Florida – Orlando, FL – Graduation: December 20XX

Associate of Arts, Business Emphasis, 3.6 GPA
Valdosta State College – Valdosta, GA – Graduation: May 20XX

SKILLS
Technical: Zemax (Optic Studio), Pro/Engineering (Creo), Matlab, Multisim
Language: Advanced Spanish (written and verbal)

WORK EXPERIENCE
Student Researcher at CREOL, UCF   Orlando, FL
Glass Processing & Characterization Lab   May 20XX – Dec 20XX
- Conducted independent research on the thermo-optic coefficient of chalcogenide glasses.
- Measured the refractive index and dispersion of various substrates using a refractometer.
- Frequently aligned and operated the lasers for measurements.

Lockheed Martin via UCF College Work Experience Program   Orlando, FL
Optical Components Center   Aug 20XX – April 20XX
- Optics handling, metrology, and spectroscopy
- Reviewed and updated manufacturing process plans/work instructions utilizing software such as Pro/E (Creo Parametric).
- Streamlined the tool order process to push tool orders forward to completion; worked with Property Management to verify a custodian, serialization, and identification of tools in accordance with policy.

Customer Service Associate/Deli Assistant   Miami, FL
Soup 'n Stuff   Summers 20XX, 20XX
- Prepared salads, soups, and sandwiches in fast-paced downtown deli
- Provided excellent customer service and attention to each customer's special requests and needs

LEADERSHIP EXPERIENCE
Secretary, Society of Women Engineers,   Oct 20XX – Dec 20XX
- Led initiative to engage & empower more women in entrepreneurship through directly engaging w/female led startups
- Planned Startup Expo event, including workshops and panels with various local Orange County area startups, along with a career fair involving **25** startup companies from around the Orange County area

NAME
Address ■ Phone Number ■ Email

Education

Bachelor of Science in Computer Science   **May 20XX**
University of Central Florida, Orlando, FL   Overall GPA: 3.33

Skills

Programming Languages: **C++, C, Java, HTML, CSS, Python**
Operating Systems: **Android Mobile Development, UNIX**
Language: **Fluent Spanish**

Education-Related Experience

UCF Computer Science Department   **August 20XX – May 20XX**
Data Structures and Algorithms Project
- Used C++ to write a program to convert from infix to postfix expressions using a stack data structure.

Database Systems Project
- Created a website that displayed local food and drink deals around Orlando. The web application used HTML and CSS for the application design and PHP for accessing the relational MYSQL database.

Advanced Java Programming Project
- Implemented the board game Sorry using libraries from the JavaSE 8 API. The game was developed using GUI and object-oriented class design.

Android Mobile Programming Project
- Designed a mobile application, TwitterGetter, to view tweets in a specified range of the user using Android Studio and the Twitter API as part of a class-assigned group project.

Software Engineering Project
- Created a mobile application, GetALife, by working through the Software Development Lifecycle to provide the user with a list of activities depending on location, time of day, and interests. The application was developed for Android.

Object-Oriented Programming
- Understood the Object-Oriented Programming concepts and C++ techniques.
- Created a String class containing many of the <string> class library features.
- Implemented Sieve of Eratosthenes algorithm operating on single bits for memory savings.
- Familiarized with Linked List data structure.

Unix Projects
- Created multiple shell scripts using the bash shell. Familiarized with UNIX environment and commands.

Computer Organization I
- MIPS Assembly program producing a histogram based of the image provided.
- Understanding of Computer Architecture, digital logic and processor design.

Other Experience

Camp Counselor (Summer)   Kingsley Pines Camp, Panama City, FL   **June 20XX – August 20XX**
Sales Associate   Kohl's Department Store, Orlando, FL   **January 20XX – June 20XX**

Involvement

Knights Hack   **August 20XX – May 20XX**
- Attended and participated in collegiate programming contests while working alongside students from other universities to create one of a kind projects in a designated period of time.

Student Name

CONTACT INFO

- City, State Zip Code
- Email
- Phone Number
- LinkedIn

OBJECTIVE

Undergraduate with soft and technical skills obtained through years of classroom and professional experiencepassionate about bringing value to the Universal Creative team.

SKILLS

Proficient in:
- SolidWorks
- KeyCreator
- Microsoft Office Programs (Word, Excel, PowerPoint)

Moderate Knowledge in:
- ANSYS
- AutoCAD
- Drafting
- 3D Printing

Basic Knowledge in:
- Java Programming
- C Programming
- Drafting
- 3D Printing

CERTIFICATIONS

- CSWA – Mechanical Design
- CSWA – Additive Manufacturing

VOLUNTEERING

- Give Kids the World Village (20+ hours)

ORGANIZATIONS

- **American Society of Mechanical Engineers (ASME)**
  Jan. 20XX - Present
- **UCF SolidWorks Student Leader Program**
  Jan. 20XX - Present
- **Themed Entertainment Association**
  Jan. 20XX - Present
- **The Improv Academy (TIA)**
  Jan. 20XX - Present

EDUCATION

BS: MECHANICAL ENGINEERING   Expected Dec. 20XX
University of Central Florida - Orlando, FL   GPA: 3.2

ASSOCIATE OF ARTS (AA)   May. 20XX
University of West Florida - Pensacola, FL   GPA: 3.2

Relevant Coursework: Machine Design, Intro to Robotics, Intro to Vibrations and Controls,Measurements, Solid Mechanics, Structure and Properties of Materials, Statics, and Dynamics

EXPERIENCE

ENGINEERING CONTRACTOR   Sept. 20XX - Present
Siemens Energy, Inc. - Orlando, FL

- 3D Model 100+ complex generator tools and components using KeyCreator
- Design and draft a removable handle for a hydraulic cylinder
- Drafting 3rd party CAD blueprints to the team's format and specifications
- Develop technical instructions for Generator Disassembly and Rotor Removal
- Report and archive weekly financial earnings and expenses utilizing Excel and SAP
- Conduct weekly meetings and project presentations using Teams and PowerPoint

EXTERNAL CHAIR   June 20XX - Present
American Society of Mechanical Engineers (ASME) - Orlando, FL

- Obtain professional speakers for ASME meetings and events
- Orchestrate tours and establish partnerships with companies and organizations
- Plan and organize events and volunteer work for members

WORKSHOP AIDE   June 20XX - Present
UCF SolidWorks Student Leader - Orlando, FL

- Instruct individual students on SolidWorks modeling and assembling
- Conduct research to create additional practice exams to prepare students for advancedSolidWorks' certifications

PROJECTS AND PRESENTATIONS

HUMAN POWERED VEHICLE PROJECT   Jan. 20XX - May 20XX

- Collaborated with a student team to design, fabricate, and race a human powered vehicle
- Networked with necessary parties from regional colleges, local bike shops, and conferences
- Utilized TIG Welding towards the completion of a vehicle prototype.
- Presented research and networked alongside team at Florida Collegiate Honors Council
- Delivered a sole presentation and networked at Southern Regional Honors Council

LAWN SPRINKLER PROJECT - SOLIDWORKS CLASS PROJECT   Dec. 20XX

- Coordinated a team of 4 to model a lawn sprinkler and deliver an oral presentation
- Derived the part's mass properties, stress analysis, and full rendering