**MARY P. SMITH**  
(555) 555-5555 | Professional.Email@gmail.com | [View Home Address Guidelines](https://careerservices.wvu.edu/files/d/327ce199-8c12-4611-8170-1135c5f03669/resume-checklist.pdf)

**EDUCATION**

**West Virginia University,** Morgantown, WVExpected: May XXXX  
*Bachelor of Science in Mechanical Engineering (ABET-accredited)*  
Overall GPA: 3.4

**WORK EXPERIENCE**

**US Steel Corporation,** Pittsburgh, PAMay 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, PAJanuary 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.

**Steel of WV**, Huntington, WVMay XXXX – August XXXX

*Machinist & Welder**(contractor)*

* Earned a reputation as a talented machinist and welder. Developed excellent fabrication and machine shop skills, completing all projects on time and to specifications.
* Handled welding assignments that involved installing, repairing and fabricating materials (sheet metal, steel, tools, parts, doors, gates and more).
* Demonstrated advanced skills in operating equipment and machines including CNC machines, cutting machines and hydraulic presses for the fabrication of mechanical components.

**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

**Engineers Without Borders,** WVU Chapter August XXXX – May XXXX

*Vice-President of Membership*

* Increased new membership pledges by 25% this semester through new marketing efforts

**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.