

# Ima Sample

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## OBJECTIVE

To obtain an internship in the field of electrical engineering where I can implement the knowledge and skills learned in the classroom and through relevant work experience

## EDUCATION

Valencia College

**Associate in Arts Degree**

**Engineering Pre-major** GPA 3.2

Orlando, Florida

December 20xx

## RELATED COURSES

Engineering Concepts & Methods

Probability & Statistics

Calculus I, II

Engineering Analysis

Physics I, II

Differential Equations

## WORK EXPERIENCE

### **Office Assistant**

RGS Electrical Services

- Assist with the development of cost estimates and maintain budgets
- Manage and organize office files and accounting records
- Assist in obtaining proper permits for various projects

Orlando, Florida

July 20xx – Present

### **Sales Associate**

Macy's

- Assisted customers with merchandise selection and sales transactions
- Maintained orderly sales floor and stocked merchandise

Orlando, Florida

December 20xx – July 20xx

## SKILLS

Computer: Proficient in AutoCAD, Microsoft Word, Excel, Access and PowerPoint

Language: Fluent in English and Spanish

## HONORS

Dean's List: Fall 20xx, Spring 20xx

Florida Bright Futures Scholarship Recipient

## ACTIVITIES/LEADERSHIP

Student Government Association, **Treasurer**

- Manage finances and allocate funds to student organizations

Meals on Wheels, **Community Volunteer**

- Deliver meals to senior members of the community

Career Action Distinction

- Completed career preparation program

September 20xx – Present

June 20xx – Present

Fall 20xx



