



Angie Neer

(915)747-0000 | aneer@miners.utep.edu | [in/angieneer](#)

EDUCATION

Bachelor of Science in Electrical Engineering

The University of Texas at El Paso (UTEP)

- UTEP Presidential Scholarship Recipient, Fall 20XX

05/20XX

GPA: 3.8/4.0

High School Diploma

PayDirt Pete High School

- STEM Endorsement, 05/20XX | Top 5% of 20XX Class
- Academic Decathlon Gold Medal for Speech, 04/20XX

06/20XX

GPA: 98.2/100

SKILLS

- Familiar with Python, MATLAB, C/C++
- Familiar with AutoCAD
- Basic knowledge of 3D printing methods
- Basic knowledge of electrical circuits
- Bilingual: fluent in English, advanced Spanish
- Proficient in Microsoft Office Suite
- Project Manager Certification from Coursera - 00/20XX
- Data Engineer Certification from Coursera - 00/20XX

LEADERSHIP

UTEP Institute of Electrical and Electronics Engineers (IEEE), Member

01/20XX – Present

- Participate in monthly workshops led by industry guest speakers, focused on professional development topics
- Contributed to the recruitment of 15 new members by participating in the tabling event known as Gold Rush

VEX Robotics Team, Member

01/20XX – 04/20XX

- Designed the gear shifting circuit board, and sensors of a robotics vehicle
- Collaborated with a team of three to design and test the control system of the vehicle
- Presented vehicle navigation and object detection capabilities to a committee of five teachers

Paydirt Pete Soccer Team, Captain

01/20XX – 04/20XX

- Mentored a team of 20 by overseeing and coordinating workout schedule for on- and off- season with coaches

EXPERIENCE

Sales Associate

H&M

06/20XX – Current

El Paso, TX

- Provide customer service to an average of 30 customers per shift
- Organize and stock clothing items using store database to ensure availability of merchandise
- Manage up to \$600 in transactions and returns at the cash register

Cashier/Team Member

Starbucks

01/20XX – 05/20XX

El Paso, TX

- Handled cash register with up to \$900 daily and closed register at end-of-day shift
- Created an effective system of inventory by developing an Excel database to track over 100 items
- Worked effectively with six team members to meet health and safety protocols

Volunteer Math Tutor

PayDirt Pete High School

11/20XX–03/20XX

El Paso, TX

- Tutored seven high school students per week on Algebra and Calculus
- Created interactive activities ensuring students understood content resulting in higher test scores

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

**Critical Thinking/
Problem Solving**

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

**Communication
(Oral/Written)**

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

**Professionalism/
Work Ethic**

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 08/2023