

# UNDERGRADUATE ENGINEERING RÉSUMÉ

For a review, e-mail: [careers@utep.edu](mailto:careers@utep.edu)

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documents here



## Edna Neer

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### EDUCATION

#### Bachelor of Science in Computer Science

05/20XX

The University of Texas at El Paso (UTEP)

Overall GPA: 3.75/4.00 | Major GPA: 4.00/4.00

- College of Engineering Dean's List – Fall 20XX and Spring 20XX
- Alpha Phi Omega Engineering Fraternity (APO) Eugene M. Thomas Award, 20XX

### SKILLS & CERTIFICATIONS

- CodePath Cybersecurity Certification, 05/20XX
- Proficient in MySQL, C++, JavaScript/Query, HTML5, PHP, CSS3
- Bilingual: English (Native) and Spanish (Fluent)
- Cybersecurity Analyst Certification from Coursera – 00/20XX

### RELATED EXPERIENCE

#### United Services Automobile Association (USAA)

08/20XX – 02/20XX

Software Development Intern

Seattle, WA

- Improved the efficiency and productivity of software developers and integrators enterprise-wide utilizing agile software development methodologies to build a web application using AngularJS
- Prepared detailed workflow charts and diagrams that described input, output and logical operation and converted them into a series of instructions coded in Java

#### UTEP Technology Support Center

08/20XX – 02/20XX

Student Technician

El Paso, TX

- Assisted students and staff in reconfiguring, repairing, and running software updates for multiple computer brands
- Diagnosed and troubleshooted an average of 15 technical support tickets per shift
- Developed Microsoft Office Suite tutorials to enhance the technical proficiency for students, faculty and staff

### PROJECTS

#### Ticket Sales System, Class Project

05/20XX – 08/20XX

- Developed a program in JAVA simulating a ticket-selling application with user login features, shopping carts, and customer purchase history
- Collaborated with a team of five to develop a tracking program using C++ that generated a summary of ticket sales

#### Budgeting System, Personal Project

08/20XX – 02/20XX

- Developed an expense tracker application using HTML, CSS, and JavaScript
- Implemented features such as expense categorization, budgeting tools, and data visualization for improved financial analysis

### LEADERSHIP

#### Society of Hispanic Professional Engineers (MAES/SHPE), Director of International Affairs

01/20XX – Present

- Meet with the executive committee to plan the organization's weekly meetings and professional development workshops for 160+ student members

#### Coding Interview Club, Member

08/20XX – Present

- Practice solving and answering technical coding problems in a mock interview setting using data structures and algorithms

# 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: 07/2023