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Community Volunteer

April 2014 - May 2014
 Sulong Kabataan Summer Camp
 Marikina City Hall

Participated in the advocacy of the local government of Marikina to educate out-of-school youth in the community. Served as a teacher, facilitator and organizer of various activities.

TRAININGS AND SEMINARS ATTENDED

Equipping Future Teachers with Competency Skills
 February 5, 2015
 Our Lady of Perpetual Succor College

Annual Asia Pacific Summer Camp of the World Youth Alliance
 May 12 - 16, 2014
 Kuala Lumpur, Malaysia

K-12 Training-Workshop
 June 19, 2014
 Our Lady of Perpetual Succor College

Future Educators Summit
 February 23, 2013
 Roosevelt College

HONORS AND AWARDS RECEIVED

Top 7 in the Licensure Examination for Teachers
 National Capital Region
 August 14, 2015

Cum Laude
 Our Lady of Perpetual Succor College
 March 27, 2015

Researcher of the Year - Silver
 Annual School Research Competition
 March 27, 2015

Outstanding Youth Volunteer
 Search for Outstanding Youth Volunteers
 May 8, 2014

REFERENCES

Please contact the following:

Anita Bautista
 Principal, Marikina Elementary School
 Phone: +632 929 - XXX - XXXX

James Gasmin
 Instructor, Education Department (OLPSC)
 Phone: +632 915 - XXX - XXXX



Sample Mechanical Engineering Resume – Freshmen/Sophomores

MANNY FACTURE

mufacture@andrew.cmu.edu

Current Address: SMC 123, 5032 Forbes Avenue, Pittsburgh, PA 15289 Cell: (412) 511-4422
 Permanent Address: 21 School Avenue, New York, NY 10014

OBJECTIVE	To obtain a summer internship in the Mechanical Engineering industry that will utilize my analytical and leadership skills
EDUCATION	Carnegie Mellon University Pittsburgh, PA Bachelor of Science in Mechanical Engineering, May 2017 Double Major in Engineering & Public Policy Major GPA: 3.2/4.0 Overall GPA: 3.0/4.0 New York High School New York, NY High School Diploma, June 2013 GPA 3.82/4.0
PROJECTS	Mechanical Crane Project , Spring 2015 <ul style="list-style-type: none"> Designed a mechanical crane using a truss structure to lift a weight to a pre-determined height, with size, stress and weight constraints Collaborated in a team by combining ideas to obtain a practical concept for the task Mousetrap Car Project , Fall 2013 <ul style="list-style-type: none"> Built a small vehicle to carry a can of soda ten feet as fast as possible with only the power of a Mousetrap Reached the finals of the competition by working with the team to improve our design Computer Aided Wrench Design , Fall 2013 <ul style="list-style-type: none"> Designed an aluminum wrench using Creo Pro/E and analyzed the design for stress concentrations with ANSYS Combined metal working skills with a CNC milling machine to produce prototype wrench
WORK EXPERIENCE	Career and Professional Development Center (CPDC) , Carnegie Mellon University Student Receptionist, Summer 20014-present <ul style="list-style-type: none"> Answer telephone and route calls as appropriate Complete projects for CPDC staff, such as organizing data on spreadsheets Happy Summer Camp Springfield, NJ Camp Counselor, Summer 2013 <ul style="list-style-type: none"> Created and coordinated activities for ten campers 10-12 years old Negotiated disputes between campers and helped to set-up for parents weekend
LEADERSHIP	Vice-President, American Society of Mechanical Engineers (ASME) , Spring 2014-present <ul style="list-style-type: none"> Organize monthly speaker series, which has seven corporate and alumni presenters
SKILLS	Software: Microsoft Office, MATLAB, Solidworks, Creo Pro/E, Autodesk Inventor Machines: Mill, Lathes, Drill Press, Band Saw Language: Fluent in Spanish; Conversant in French

Maxine Curry

Actuary

AREAS OF EXPERTISE	PERSONAL SUMMARY
Business Analysis Stakeholder management Capital Modeling Risk Management Business Finance	A fully qualified actuary who has the confidence to work on her own initiative and the ability to play a key role with a leading insurer or financial services company. Maxine has a wealth of post-qualified experience and will be more than able to meet the operational demands of any company that she joins. She is a quick learner who can balance theory along with practical solutions. Right now she would like to join a company that is looking to hire the best talent and who are committed to its workforce just as much as its customers.
Process analysis Financial reporting	WORK EXPERIENCE Savills IT - Birmingham ACTUARY Jan 2013 - Present Responsible for effectively assessing financial risks, pricing products, and calculating the amount of money needed to be set aside now to be confident that the company will be able to meet any future liabilities.
PROFESSIONAL	Quals: <ul style="list-style-type: none"> Applying a range of analytical skills, statistical techniques and mathematical methodologies to successfully provide actuarial solutions. Developing Terms on Investment (TOI) models for insurance products and projects. Measuring and interpreting client data from the underwriters. Providing reports and documentation to the company's pricing committee. Organizing time effectively and putting customers first. Leading the validation, challenge and interpretation of internal capital models. Maintaining a working knowledge of relevant systems used within the company's actuarial functions.
PERSONAL SKILLS	Company name - London JOB TITLE Employment down (4 Aug 2011 - Jun 2013) KEY SKILLS AND COMPETENCIES <ul style="list-style-type: none"> Ability to influence technical areas from an actuarial viewpoint. Keeping up to date with legislative and tax changes. Strong ability to clearly communicate difficult mathematical concepts. Able to meet deadlines set by senior level agreements. Developing a customer account portfolio. An analytical and flexible approach to problem solving. Able to deal with complex maths and technical models. Setting own standards and checking own work. Proactive approach to problem solving.
CONTACT	ACADEMIC QUALIFICATIONS Newcastle University 2008 - 2011 BSc (Hons) Business Administration University Central College 2005 - 2008 A Levels Maths (A) English (B) Technology (B) Science (C) REFERENCES - Available on request.

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