Kim Citizen

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CAREER GOAL

I am seeking a career within the communications field where my tertiary training and aptitude for electronics, combined with my desire to aid people using modern technologies, will be an asset to both my employer and the community.

EDUCATION AND TRAINING

20XX- 20XX

Bachelor of Engineering (Electronic and Computer Engineering)
Griffith University (Expected completion – November 20xx)

Grade Point Average: **5.9** (Scale: 1 – 7, with 7 the highest)

Specialisation: Communication Systems

Key Subjects:

- Microprocessor Techniques (High Distinction)
- Advanced Communication Systems
- Semiconductor Devices and Circuits
- Communication Systems and Circuits (Distinction)
- Design of Real-time Systems

Team Projects:

Developed (in conjunction with three other students) a recently patented Echocardiography Simulator that will be used in training sonographers.

Developed scheduling software (Schedumate) using 'C'. Incorporated graphical user interface using 'Filofax' format.

Project Manager, IT Project

- Organised and allocated tasks to a team of 6 students.
- Ensured tasks were completed on time.
- Liaised with clients and assessors.
- Assisted in the design and building of software and communication protocols.

TECHNICAL SKILLS

Advanced skills in:

iOS and Andriod, SQL, C/C++, Prolog HTML, TLAB, Visual Basic and Unix

Microsoft Office Suite of programs (Access, Excel, Viso, Word, Powerpoint)

Experience in:

Digital and analogue hardware, Altium Designer and Spice.

PROFESSIONAL WORK HISTORY

20xx – Current

Foundation Maths Tutor – 1st Year University Subject (10 hours per week)

Griffith University

- Preparing content for each tutorial and facilitating discussion around lecture topic
- Delivering high-quality learning experience to students
- Replying to emails from students relating to the subject

Achievement: *Adapted teaching methods to suit students from a variety of ethnic and socio-economic backgrounds. Consistently receive a teaching survey result with a median of 6/7 for effective teaching.*

20xx (Jul- Nov)

Undergraduate Industry Placement – (Industrial Affiliates Program)

Telstra

- Designed and prototyped a DSLAM controller
- Created manual for more efficient work practices
- Conducted safety audit

Achievement: *Offered paid work over the University vacations up till graduation, to assist in manufacture of controller*

20xx

Research Assistant for Dr Bill Williams (15 hours per week)

Griffith University

- Undertook literature review on silicon etch rates
- Ran a series of experiments on etch rates for new substrates
- Presented seminars to research group
- Created a process guideline manual for new fabrication lab

Achievement: *2nd author on an international journal publication*

20xx - current

Workshop Demonstrator in Robotics – (one week, with Yr 12 students)

Mansfield High School

- Teaching students to recognise electronic components
- Demonstrating construction techniques
- Promoting electronic engineering to students

Achievement: *As a result of my annual demonstrations, 5 students have now enrolled in the Bachelor of Engineering (Electronic and Computer Engineering) at Griffith.*

PUBLICATIONS

Etch Rate Control in Ultra-thin silicon substrates, Willams B., Citizen K.,
International Journal of Device Fabrication., Vol 6, No 3, 20xx, pp112-114

VOLUNTEER WORK

20xx - current **Assistant Coach/Coach** (under 12s)

MacGregor Basketball Association

- Preparing newsletters and booking the competition calendar
- Liaising with team manager and referees
- Designing and running training sessions on a weekly basis during the season
- Coaching the team since completing Level 1 Coaching Course (Australian Coaching Council Accreditation)

ACHIEVEMENTS

20xx **Griffith University Award for Academic Achievement** – Echocardiography Simulator

20xx **Research Scholarship - Griffith University**

20xx **BHP National Engineering Summer School**
Engineers Australia

20xx **Member, Golden Key Society** in recognition of academic excellence

PROFESSIONAL SKILLS AND ATTRIBUTES

- Strong oral and written communication skills (University tutoring and demonstrating robotics. Many assignments involved presentations and reports. I gained credits and above for all assignments)
- Well-developed research skills (as required for assignments and through research work undertaken for Dr Bill Williams)
- Problem-solving skills (as demonstrated by assignments where I was required to design switches for specific tasks)
- Time-management skills (as shown by my ability to maintain high marks while working part-time)
- Effective teamwork skills (fostered through working on eight group assignments with other students, and gaining a distinction average for each)

PROFESSIONAL MEMBERSHIPS and APPOINTMENTS

20xx - current **President** – Microelectronic Engineering Society, Griffith University

20xx - current **Student Member** – Engineers Australia

COMMUNITY ACTIVITIES AND INTERESTS

Environmental conservation: I am a member of the local Landcare group and am currently working with a team of volunteers to establish a wildlife corridor along Bulimba Creek.

World Vision 40-hour Famine: During the past four years, I have taken part in the 40-hour famine and raised over $100 each year.

INTERNATIONAL EXPERIENCE

20xx **New Zealand:** As a Rotary Exchange student for six months, I was able to learn about, and appreciate, many facets of Maori culture. I was asked to speak at four Rotary Clubs about life in Australia.

20xx **Japan:** Four weeks living with a Japanese family over the Christmas vacation helped me develop my writing, reading and speaking skills in Japanese to an intermediate level.

REFEREES

Dr Bill Williams
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