

Education

Bachelor of Engineering (Electrical and Electronic)
Griffith University (Expected completion November 20XX)

20XX – 20XX

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
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Projects

Echocardiography Simulator: (20XX)

- Developed a recently patented simulator in conjunction with 3 other students
- Researched similar products on the market and compared performance
- Presented findings via a written report and a presentation to peers

Schedumate Software: (20XX)

- Developed this software program using 'C'
- Incorporated graphical user interface using 'Filofax' format

Project Manager, IT project: (20XX)

- 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 build of software and communication protocols
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Professional Experience

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

Griffith University (20XX – current)

- 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
- 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.

Undergraduate Industry Placement – (Industrial Affiliates Program)

Telstra (20XX)

- Designed and prototyped a DSLAM controller

- Created manual for more efficient work practices
- Conducted safety audit
- Offered paid work over the University vacations until graduation, to assist in manufacture of controller

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

Griffith University (20XX)

- Undertook literature review on silicon etch rates
- Managed a series of experiments on etch rates for new substrates
- Presented seminars to research group
- Created a process guideline manual for new fabrication lab
- Second author on an international journal publication

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
- Influenced five students in their decision to enrol in the Bachelor of Engineering (Electronic and Computer Engineering) at Griffith.

Technical Skills

- iOS and Android, SQL, C/C++, Prolog HTML, TLAB, Visual Basic and Unix - Advanced level
- Microsoft Office Suite of programs (Access, Excel, Visio, Word, Powerpoint) – Advanced level
- Digital and analogue hardware, Altium Designer and Spice - Experienced

Publications

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

Volunteering

Assistant Coach/Coach (under 12s)

20XX

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

- **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)
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Professional Memberships

20xx - current:	President – Microelectronic Engineering Society, Griffith University
20xx – current:	Student Member – Engineers Australia

Community Activities

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:

- Participated in the 40-hour famine for four consecutive years and raised over \$100 each year.
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Referees: Available on request