

# Adam E. Citadel

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The Citadel: 171 Moultrie St. MSC #; Charleston, SC 29409 843 953 0000 name@citadel.edu

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<b>OBJECTIVE</b>	Full time Position using Electrical Engineering degree.			
<b>EDUCATION</b>	Bachelor of Science, <b>Electrical Engineering</b> <b>The Citadel</b> May of 2010 <b>Cumulative G.P.A.:</b> _____			
<b>EXPERIENCE</b>	<b>Engineering Intern</b> , Duke Energy, Catawba Nuclear Station, York, SC Summer/Winter 2009 <ul style="list-style-type: none"><li>▪ Gained experience in the engineering world</li><li>▪ Performed non-routine work on various engineering projects</li></ul> <b>Electrician's Assistant</b> , Lail Electric Electrical Contractor, Lincolnton, NC Summer 2008 <ul style="list-style-type: none"><li>▪ Assist a professional electrician</li><li>▪ Gained valuable on-site experience</li></ul> <b>Landscaping Assistant</b> , Creative Landscape, Lincolnton, NC Summer 2007 – 2008 <ul style="list-style-type: none"><li>▪ Assist a professional landscaper</li></ul> <b>Cashier</b> , Winn-Dixie Supermarket, Lincolnton, NC 2003 – 2006 <ul style="list-style-type: none"><li>▪ Assisted customers</li><li>▪ Demonstrated strong interpersonal skills</li></ul>			
<b>LEADERSHIP</b>	<b>Executive Officer</b> , South Carolina Corps of Cadets, The Citadel 2009 – 2010 <ul style="list-style-type: none"><li>▪ Responsible for company staff and weekend duty teams</li><li>▪ Act as Commander in his absence, who, runs the company</li></ul> <b>Supply Sergeant</b> , South Carolina Corps of Cadets, The Citadel 2008 – 2009 <ul style="list-style-type: none"><li>▪ Responsible for the various supply needs of a company of 95 cadets</li><li>▪ Act as First Sergeant in his absence, who, along with the CO, runs the company</li></ul> <b>Squad Corporal</b> , South Carolina Corps of Cadets, The Citadel Spring 2008 <ul style="list-style-type: none"><li>▪ Responsible for the training of 4<sup>th</sup> class cadets</li><li>▪ Responsible for accountability, appearance, and overall performance of a squad</li></ul> <b>Oscar Company Clerk</b> , South Carolina Corps of Cadets, The Citadel Fall 2007 <ul style="list-style-type: none"><li>▪ Maintained administrative paperwork for 110 cadets</li><li>▪ Responsible for scheduling, communication, and accountability</li></ul> <b>Member of Training Cadre</b> , South Carolina Corps of Cadets, The Citadel Fall 2007, 2008, 2009 <ul style="list-style-type: none"><li>▪ Responsible for the matriculation of incoming 4<sup>th</sup> class cadets</li><li>▪ Demonstrated excellent training skills</li></ul> <b>Senior Class President</b> , West Lincoln High School, Lincolnton, NC 2006 – 2007 <ul style="list-style-type: none"><li>▪ Planned class functions, organized events and fundraisers</li><li>▪ Member of Superintendent's Student Advisory Council</li></ul>			
<b>COMPUTER SKILLS</b>	MSWord WindowsXP	MSPowerPoint MatLab	MSExcel PSpice	LabView Assembly Language
<b>HONORS AND ACHIEVEMENTS</b>	<b>Citadel Scholar</b> Full Academic Scholarship <b>EIT Certified</b> <b>President's Distinguished Service List</b> Recipient Member of the <b>Honors Program</b> at The Citadel <b>Commandant's Distinguished Service List</b> (x2)		<b>Gold Stars</b> (GPA 3.7) (2x) Dean's List (5x) <b>BSA Eagle Scout</b> Award (HS) Member of Cadet <b>Honor Committee</b> Member IEEE	
<b>REFERENCES</b>	Available Upon Request			

# Collin C. Citadel

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*Home:* 1234 Main St., Anywhere, ST 12345 (123) 456 – 7890

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**OBJECTIVE:** Obtain a mid-level job to expand and further experience in the engineering field

**SKILLS/  
TRAINING:** Organization                      Time Management                      Initiative  
Digital Design                      Microelectronics                      Circuit Analysis  
Electric Machinery                      Electromagnetic Fields                      Microcomputer Engineering

**COMPUTER  
SKILLS:** Windows 98      Microsoft Word / Excel / PowerPoint      LogicWorks 4  
MATLAB      Netscape Communicator      PSPICE / Schematics, C++

**EDUCATION:** *The Citadel* – The Military College of South Carolina  
**B.S. Electrical Engineering** – August 2010

**EXPERIENCE:** **Student Engineer**, South Carolina Electric & Gas, City, ST      Summer 2008  
Department of Distribution and Engineering:  

- *Refined* and improved city lighting system
- *Surveyed*, collected, and verified field data
- *Verified* billing for customer accounts
- *Updated* city Tax Maps

**Technician**, Lambda, Inc., City, ST      Summer 2006  

- *Built* and tested Nuclear Radiation Detectors
- *Assisted* in the building of other various radiation accessories
- *Repaired* old radiation detectors
- *Compared* data from computer system

**Mover**, Dale J. Cook Moving & Storage, Inc., City, ST      Summer 2009  

- *Assisted* other members of a small team to perform large tasks
- *Maintained* cleanliness of the storage facility
- *Worked* in a team to move residential and office furniture

**Cashier/Customer Assistance**, Columbia’s Cleaners, City, ST      Summer 2007  

- *Maintained* flow of incoming clothing
- *Organized* and filed outgoing clothing
- *Responsible* for storage

**Leadership**, The Citadel Corps of Cadets, Charleston, SC

- *Promoted* to Cadet 2<sup>nd</sup> Lieutenant      2009-2010  
Supervised training of incoming freshmen
- *Promoted* to Cadet Staff Sergeant      2008-2009  
Engaged in training and managing of incoming freshmen
- *Promoted* to Cadet Corporal (Company Clerk)      2007-2008  
Organized and maintained Company paperwork
- *Member* of the 2010 Summerall Guard
- *Member* of the IEEE Student Chapter

**References Available Upon Request**

# Dillon D. Citadel

School: The Citadel, MSC 0000, 171 Moultrie Street, Charleston, SC 29409 843.953.0000 name@citadel.edu

Permanent: 1234 Street, City, SC 01234 012.345.6789

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**OBJECTIVE:** To obtain a challenging entry level engineering position.

**EDUCATION:** Bachelor of Science in **Electrical Engineering**, May 2010  
**The Citadel**, The Military College of South Carolina  
Cumulative GPA: \_\_\_ / 4.0

**SKILLS:** Power Systems Digital Design Electronic Design AC and DC Motors Teamwork  
Electromagnetic Fields Control Systems Time Management

**COMPUTER SKILLS:** MATLAB C++ Mathcad MS Power Point MS Excel  
ORCAD/PSpice LabView MS Word MS Visual Basic

**EXPERIENCE:** **Engineering Internship, Santee Cooper Power**, City, ST Summer 2009

- ◆ Worked in Power Supply Planning and Forecasting
- ◆ Programmed Network and Voice Recording for Trunking Radio Communications

**Academic Officer, The Citadel**, Charleston, SC 2009-2010

- ◆ Responsible for Company Academic Policies for 95 Cadets
- ◆ Manage the maintenance and distribution of Company Academic Files

**First Sergeant, The Citadel**, Charleston, SC 2009-2010

- ◆ Earned position of Highest-ranking Junior in Company
- ◆ Served as Company Commander's right hand assistant
- ◆ Included a three-day Leadership Seminar
- ◆ Responsible for Company noncommissioned officers and privates

**Customer Service, United Artists Theaters Circuit**, City, ST 2005-2006

- ◆ Responsible for customer service in a variety of areas
- ◆ Demonstrated the ability to work 20-30 hours/week while excelling as a high school student

**COMMUNITY SERVICE:**

**Habitat for Humanity**, City, ST 2005

- ◆ Worked in local areas building houses for the needy
- ◆ Delivered food to the needy on Christmas Eve

**Church Mission Trips to Jamaica**, First Presbyterian Church of City, ST 2004 & 2005

- ◆ Helped build housing and facilities at center for the deaf
- ◆ Visitation to a hospital for the mentally and physically ill

**HONORS/ ACTIVITIES:** Institute of Electric and Electronics Engineering (IEEE) Member  
Tau Beta Pi National Engineering Society Senior Class Board of Directors  
Citadel Scholar (Full Academic Scholarship) Honors Program, The Citadel  
Academic Gold Stars (3.7 GPA) Academic Dean's List (3.2 GPA)

**INTERESTS:** Digital and Analog System Design Communications  
Power Systems and Distribution Testing

**References Available Upon Request**