

My Name

1 Streename Ave., Town, Province A1B 2C3
(555) 123-4567 || myname@email.com

EDUCATION & CERTIFICATES

- Sustainable & Renewable Energy Engineering (Electrical Engineering) B.Eng.** December 2018
X University, 3.3GPA *City, Prov.*
- Security Clearance:** Secret Clearance, Level II December 2019
- Certifications:** Working at Heights, Lockout/Tagout

RELEVANT WORK EXPERIENCE

- Electrical Engineer-In-Training** May 2018 ~ Jan. 2020
Consulting Company Ltd. *City, Prov.*
- Designed power, emergency power, lighting, fire alarm, CCTV and voice and data layouts for retrofits using CAD, documenting calculations and assumptions.
 - Prepared estimates and electrical reports including tender submission reviews, project feasibility and preliminary reports
 - Reviewed shop drawings, ensuring quality of materials and adherence to standards
 - Conducted site surveys to assess existing equipment and their condition and compliance with codes
- Energy Services Co-op** Sep. 2016 ~ Aug. 2017
Hydro Company Inc./Daughter company name *City, Prov.*
- Designed new LED streetlight layouts using Microstation and AGI, saving the city of X over 50% of streetlight energy costs
 - Managed lighting design contractors, assigned and reviewed work and integrated their designs into final design layouts. Leveraging their skills, our team was 2 months ahead of design schedule
 - Built in house MS Excel software, using it to tracked project status, collected asset data, analyzed data and manipulated information for energy and savings calculations
- Sustainability Department Intern** Summer 2016
Colombian Bank *City, Colombia*
- Researched and reported on the bank potentially joining several international collaborations. Presenting final observations to the Sustainability Department Head, had my recommendation implemented.
 - Developed a process of incorporating qualitative environmental, social and economical risks into qualitative data for risk analysis calculations
 - Advised with UN representatives on the bank's national and international humanitarian initiatives and hosted an international business workshop for Concordia University business students

OTHER WORK EXPERIENCE

- Part-time Financial Adviser** Nov. 2019 ~ Present
Financial Company *Remote*
- Review clients' financial situation and financial goals
 - Calculate clients financial independence number (FIN #) and create a unique detailed financial plan
 - Provide financial literacy education
- Personal Attendant Senior Team Member** Sep. 2015 ~ Apr. 2018
University X *City, Prov.*
- Answered service request calls from clients and allotted staff based on call priority, existing queue and prescheduled requirements from clients
 - Followed clients instructions to assist them in conducting their daily activities and routine
 - Trained new hires on how to work with students with various physical disabilities and office protocols