

Notes: 1. One inch margin all around. If you can't fit everything in one page, reduce the margin to .7 all around. 2. Use Times New Roman font 12. Use font 11 if need be. 3. Use a "tab" key to create the columns. For ex., when your cursor is at the end of the word "EDUCATION" click on the "tab" key to bring your cursor over and start typing "City College".

ANA JEFFERSON

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EDUCATION	City College of the City University of New York Bachelors of Engineering, Electrical Engineering: June 2015	GPA: 3.40
	LaGuardia Community College of the City University of New York Associate in Science, Electrical Engineering: December 2012	GPA: 3.62
RELEVANT COURSES	Assembly Programming Algorithms Data Structures Electrical Circuits Microelectronics Linear Systems Analysis Switching System Quantum Mechanics Semiconductor Devices	
QUALIFICATIONS	<i>Design Software:</i> Matlab, Autocad, SAP 2000, ModelSim, Quartus II, MultiSim <i>Programming Languages:</i> C++, Java, Python, Assembly, VHDL <i>Applications:</i> Microsoft Word, Excel and PowerPoint <i>Key Skills:</i> Strong communication, interpersonal, clerical and analytical skills <i>Core Qualities:</i> Team player, detail oriented, hard working <i>Languages:</i> Fluent in Spanish	
PROJECTS	<i>Computer Organization Coursework:</i> Adapted coursework for use by other students, based on Altera Computer Organization coursework, using the NIOS II processor and DE2 FPGA board. (Spring 2011)	
RESEARCH	City College NY, NY 05/12 – 9/12 <i>Research Assistant, Physics Department</i> <ul style="list-style-type: none">Established a set of relations between ratio of dynamic module and relaxation of time distributionsRecorded and inputted research data into laboratory database	
EXPERIENCE	City College of New York NY, NY 10/11– 5/12 <i>Tutor, Mathematics Department</i> <ul style="list-style-type: none">Tutor over 12 college students each semester in subjects of Algebra, Quantitative Reasoning and Calculus to help them solve problems and understand concepts.Serve as a liaison between professors and students and provided student updates regarding their progress and areas of challenge General Medical Office Flushing, NY 06/10 – 02/11 <i>Administrative Assistant</i> <ul style="list-style-type: none">Maintained and constantly updated patient records and billing informationOperated multi-line telephone system and scheduled appointments for approximately 30 patients a day	
HONORS	Dean's List, City College, 2011 – 2012	
AFFILIATIONS	<i>Vice President</i> , Tau Beta Pi, National Honors Engineering Society, CCNY 2012 – Present <ul style="list-style-type: none">Organize monthly speaker series featuring corporate and alumni speakers <i>Member</i> , Institute of Electrical and Electronics Engineers (IEEE), CCNY 2011 – Present	