**Name**

Address City, State, Zip

Phone

Email Address

**EDUCATION**

**City College of New York/CUNY**, New York, NY

Bachelor of Engineering in Chemical Engineering (B.E./ChE.), September 2017-Present

**Hostos Community College/CUNY**, Bronx, NY

Associate in Science Degree (A.S.) in Chemical Engineering, June 2017

**SKILLS**

Technical Writing

Microsoft Word

Microsoft Excel

Leadership

Problem Solving

Time Management

Adaptable/Flexible

Customer Service

Analytical

**TECHNICAL/RELATED PROJECTS**

Add Class projects or labs to enhance resume

**EXPERIENCE**

Chemical Lab Technician, CUNY Department, Bronx, NY 07/15-06/16

***Performed quantitative tests on hair care products to determine levels of viscosity***

* Recorded laboratory data and graphed the results to identify significant variations
* Produced regular reports to senior management and scientists in different departments
* Maintained lab set up by ordering supplies and equipment for all lab personnel

Job/Internship Title, Company, City, State 04/15-06/15

***Assisted in the research and data collection for various projects***

* Provided engineers with hands-on assistance with challenging projects
* Learned department structures, problem-solving methods and job purposes of staff members
* Used essential engineering practices to provide support in designing new components
* Maintained detailed and accurate track of all experiments and research projects
* Shadowed different staff members including lab technicians, plant operators, and engineers to learn department operations

Customer Service Representative, Company, City, State 01/14-03/15

***Provided optimal customer service to clients***

* Assisted customers with intake and completion of registration forms
* Answered general inquiries and explained services and products
* Maintained organization of products and replaced damaged items