EDWARD F. MATHIS

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Falmouth, MA 18701
813-555-2893

SKILLS:

- Conduct and manage mechanical and civil engineering projects
- Perform theoretical analysis on engineering design and process
- Proficiency on Macintosh, UNIX computers and IBM PS/2 in programming, CAD, relational database, finite element analysis, and advanced algebra
- Speak and write fluent Japanese

EDUCATION:

Drexel University, Philadelphia, PA
June 20XX
Masters of Science and Bachelors of Science in Mechanical Engineering
GPA: 3.6

HONORS:

- The Honorable Joseph E. Gallagher Academic Achievement Award
- Phi Eta Sigma National Honor Society, Distinguished Service Award
- Dean's List, 20XX–20XX

EXPERIENCE:

EXXON RESEARCH & DEVELOPMENT CORPORATION, Houston, TX
Project Engineer September 20XX–June 20XX

- Independently managed numerous projects from initial design to construction
- Oversaw interior and exterior building renovations and mechanical and electrical system installations
- Designed 15,000 square feet of laboratory and office spaces
- Provided cost estimate for all projects
- Wrote and negotiated contracts with general contractors
- Applied construction permits from local township
- Controlled construction schedules and supervised all work on site and on a daily basis
- Organized weekly project meetings to keep communication open
- Documented the progress of all projects

CONCURRENT COMPUTER CORPORATION, Oceanpoint, NJ
Student Engineer September 20XX–March 20XX

- Independently developed two relational databases to support "Just In Time" manufacturing using Infromix-4gl and Paradox
- Assisted in daily engineering problem solving tasks

MOBIL RESEARCH & DEVELOPMENT CORPORATION, Princeton, NJ
Research Engineer Assistant August 20XX–March 20XX

- Designed and performed machine tests for the study of tribology
- Performed analysis and evaluation on the test results
- Delivered written reports and oral presentation on the subject

ACTIVITIES:

- Drexel University Judicial Board of Justice, 20XX–20XX
- Drexel Student Congress, Junior Class Vice President, 20XX–20XX
- Student Representative on Faculty Senate and other committees, 20XX–20XX
- Office Manager, Staff Writer, The Triangle (student newspaper), 20XX
- Phi Eta Sigma, National Honor Society, Chapter Treasurer and Secretary, 20XX–20XX