

Jennifer Brown

48 Greenway Place • Winnipeg, Manitoba • R3B 3A5
Phone: (204) 474-1234 email: brownj624@myumanitoba.ca

Education

Bachelor of Science in Civil Engineering (Co-op Option) 20xx - Present
University of Manitoba
Expected date of Graduation: **May 20xx**

Related Engineering Skills

Civil Engineering Design/Surveying

- Prepared detailed drawings using AutoCAD according to project specifications and building code requirements
- Conducted field surveys and operated survey instruments to measure distance, angles, elevations and contours

Project Management

- Coordinated undergraduate engineering group project to ensure overall success of project and deadlines were met; Team received an A+ grade for project.

Communication

- Worked with other students to meet the specifications of design projects
- Presented design projects to students and professors using PowerPoint and led group discussions

Work Experience

Technical Sales Support, Staples Canada, Winnipeg, MB May 20xx- Present

- Interacted with customers to assess needs and provide diagnostic and technical supports
- Repair and format computers and printers while following protocols
- Communicate with sales staff to provide additional training and knowledge on different types of computers that were unfamiliar

Cashier, Petro Canada, Winnipeg, MB 20xx-20xx

- Handled cash transactions and made daily bank deposits with accuracy and attention
- Assisted customers in a quick and efficient manner in a fast-paced environment
- Interacted with sales staff to provide additional training and knowledge on different types of computers that were unfamiliar
- Performed stock inventory counts weekly and reported often to maximize profits

Awards

Dean's Honour List, Faculty of Engineering	20xx - Present
Association of Professional Engineers of Manitoba scholarship	20xx
University Entrance Scholarship	20xx

Special Skills

Computer Skills:	AutoCAD, Word, Power Point, Excel
Surveying Skills:	CIVIL 3D, ArcGIS and other GIS
software Languages:	Fluent in English and French
Licences:	Class 5 Driver's Licence
Certificates:	WHMIS (Workplace Hazardous Materials Information System)

Memberships

Student Member , Engineers Geoscientists Manitoba	20xx-
Member , Institute of Transportation Engineers	20xx-
Student Member , Canadian Society of Civil Engineers	20xx-

Extra Curricular Activities

Organizer/Designer , Great Northern Concrete Toboggan Race	20xx-
Assistant Coach , Twins Atom Hockey Team	20xx-

Interests

Hockey, hiking, backpacking, canoeing and travelling