

**ENTRY LEVEL
RESUME SAMPLE**

P.O. Box 189
Lincoln, Ca 95648
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Webuildresumes.com

PROFESSIONAL PROFILE

**Ambitious Engineer With Expertise In
Environmental Remediation**

Ambitious entry level engineer with expertise in business management, logistics and supply chain operations. Proven track record in assisting in the management of well drilling and data logging operations, as well as, coordinating materials, schedules and logistics for environmental remediation projects.

EDUCATION

University of California, Berkeley – May 2014.
Bachelor of Science: Civil Engineering

Registration: California Engineer In Training (EIT) – May 2014

SPECIALIZED PROFESSIONAL EXPERTISE

- ✓ Experienced in groundwater monitoring and well drilling operations
- ✓ Strong understanding of data logging and logistics for environmental remediation
- ✓ Ambitious, integrity oriented engineering professional
- ✓ Excellent verbal and written communication abilities

PROFESSIONAL EXPERIENCE

Halliburton Energy Services, Inc. San Jose, Ca
Intern - Field Engineer

May 2012 – May 2014

Intern, Field Engineer for environmental remediation operations for Halliburton's pacific region remediation projects. Monitored and wrote quarterly and annual monitoring reports for UST's and groundwater wells throughout the Northern California region. Monitored a total of 328 wells and 20 UST's.

Responsible for assisting in drilling operations, scheduling materials, monitoring progress, and assisting in logistics for transportation of tools, parts and materials. Additionally, was responsible for identifying and correcting operational problems. Contributed in earning approximately \$50,000 in expense reductions for projects for clients,

The State Capitol, State Of California, Sacramento, Ca
Administrative Assistant – State Assembly (Part-Time)

July 2011 – May 2013

Managed the administrative front desk for the California State Assembly. Greeted guests, scheduled meetings, answered phones, shipped packages and typed / distributed communication documents as needed for the various members of the State Assembly.

COMPUTER SKILLS

Proficient with Microsoft Office, SAP, INSITE

REFERENCES

Provided Upon Request