

RESUME CHEAT SHEET

Quick tweaks to increase your interview rate

Jandeo

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Regulatory Compliance > Streamlining Performance > Material Development > Nanorobotics > Manufacturing

MECHANICAL ENGINEER

< Develops fabrication solutions that improve material performance. >

- > **Material Design & Manufacturing:** Developed a new design and manufacturing technique that outperformed all others. Collaborated with Micre Inc. to redesign existing method to retain material advantages and make adhesive fibers directional.
- > **Efficient Solution Creation:** Saved \$5K/month and reduced adhesive development time by almost 300% by introducing thermoplastics elastomers as an alternative to thermosetting polymers.
- > **Micro-Fabrication Techniques:** Awarded 2nd place at the 2013 Micro-Robotics Competition in Germany, beating more experienced teams; designed a micro-fabrication technique to produce microscopic arenas and micro-objects.
- > **Software:** AutoCAD, Autodesk Inventors, CorelDraw, L-edit, Revit MEP 2012, ANSYS Mechanical, CFX, COMSOL Multiphysics, ANSYS Mechanical APDL, CasaXPS, NI Vision Builder, MATLAB, LabVIEW.

PROFESSIONAL EXPERIENCE

Mechanical Engineer at HMS Interceptor (Corona, CA) 05/2014 – Present
Ensured industry protocol compliance and safe working environment at a leading US medical device manufacturer.

- > Created safe working spaces in extreme weather by ensuring strict adherence to industry and company safety protocols.
- > Set record for 0 injuries by providing breathing air services, confined space monitoring, fire watch, and bottle watch.
- > Streamlined performance by 50% by conducting safety meetings (20-40 people) twice a day and by assisting in job-based toolbox meetings (3-10 people) for contractors. Provided one-on-one reiterations of importance of safety protocols.
- > Reduced major safety hazards by presenting safety protocols that could be implemented despite architecture limitations.
- > Conducted on-job training of personnel, job-based toolbox meetings (5-6 people), and post job safety meetings (15-30 people).

Research & Teaching Assistant at University of Tortuga (Corona, CA) 08/2011 – 05/2014
Assisted senior researchers in revamping manufacturing processes and design development at an institute providing education to 20,000+ students across 7 campuses.

- > **Gecko-Inspired Dry Adhesive:** Led a 5-member team to design and fabricate gecko-inspired dry adhesive in collaboration with MicreInc. Design outperformed all others. Won 2nd Place in 2013 Micro-Robotics Competition.
- > Completed project in record 1 year. Developed and tested concept using software, created proposal and technical reports, and performed cost-benefit analysis.
- > Redesigned manufacturing process and introduced thermoplastic alternatives; new material was less toxic, longer-lasting, and could be used in large quantities. Reduced production time from 6 hours to 5 minutes
- > Mastered multiple fabrication processes like hot embossing, thermo-compression molding, replica molding, photo-lithography, and metal deposition and patterning. Won 2013 Engineering Research Symposium's Best Poster.
- > Introduced fabrication of metallic/non-metallic custom machine parts by preparing drawings, collaborating with shop staff, and using lab equipment: Ultrasonic Bonder, 3-Roll Mill, Hot Embosser, Plasma Etcher, and Scanning Electron Microscopes.
- > **Nanorobotics Competition:** Created and won grants, proposals, and budgets. Recruited and led team.

EDUCATION & CERTIFICATIONS

EIT Association of Professional Engineers & Geoscientists of Tortuga 2014

BE, Mechanical Engineering University of Tortuga 2014

- > Published [Engineering Publication on Dry Adhesives](#) Gibbs, Physics of Fluids, 2014.
- > Published [Engineering Publication about Characterization of Dry Adhesives](#) Gibbs, Physics of Fluids, 2014.
- > Designed and manufactured workshop souvenirs using laser machine as **VP of Finance**, Mechanical Engineering Graduate Student Association. Arranged coffee breaks, barbeques, and other events while ensuring adherence to budget.

In your resume, do not...

- Use vague self-descriptors like “problem-solver.”
- Lie.
- Be redundant.
- Use a “self-centered” objective.
- Write large blocks of text or long, convoluted sentences.
- Make grammatical mistakes.
- Cut off your earlier career experience.
- Use graphs, multiple fonts, tables, columns, or the header section of Microsoft Word unless you're 100% certain your resume will not be uploaded to an Applicant Tracking System.
- Write your career objective.
- Forget to bring a couple copies of your resume with you to interviews.

Powerful & “Unselfish”
Branding Statement

Major & Relevant
Strengths
Follow each strength up
with proof.

Results - Focused
Summary Section
This includes keywords,
which are important for
ranking in Applicant
Tracking Systems and job
boards.

Skills Section
Easy-to-edit skills table
makes tailoring
resumes for different job
listings effortless.

Measurable
Accomplishments
Give your bullets context by
describing the challenge
you overcame. Use either
percentages or before-and-
after statements to show
the positive changes you
have created.

Subheadings
Draw readers' eyes to
your key hard skills.