

Anthony Swift

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Summary

Electrical engineering major with experience in testing, analyzing, and developing digital systems. Strong written communication skills and experience working with diverse cultural backgrounds.

Skills and Abilities

Technical Skills

- Designed and built a pulse and breathing monitor which required over 40 hours of troubleshooting. Involved circuit design and building, and circuit analysis. Required a good knowledge of reading electrical component schematics and basics programming with an Arduino.
- Proficient in Windows, Mac, Office Suite: Word, Excel, PowerPoint, Access.

Organization and Professional Development Skills

- Coordinated finals study sessions with staff of ten math instructors and more than 100 students in attendance.
- Organized and planned community clean-up events while delegating tasks to a team of 15 students.
- Planned S.T.E.M. (science, technology, engineering and mathematics) panel consisting of six professionals from various industries, providing students the opportunity to learn about different career paths.

Instruction Skills

- Managed foreign teacher organization, communications, and hiring. Introduced innovative teaching methods to staff and created exciting classroom environments for Chinese students.
- Maintained communications between management and foreign staff using Mandarin Chinese while ensuring high teaching standards were maintained. Trained new foreign teachers as well as overseeing three education centers to verify quality of teaching.

Education

Bachelor of Science in Electrical Engineering, *Texas A&M (2018-2020)*

Associates of Science Degree, *Blinn College, GPA: 3.8 Dean's Scholars List-4 semester (2016-2018)*

Chinese Language, *Beijing Language University, Beijing China (2015-2016)*

Work Experience

Math Tutor, Texas A&M University, College Station, Texas (2018-2020)

Gave special instruction to students to help simplify difficult math concepts and walk students through critical thinking processes to solve difficult problems. Instructed students working on advanced mathematics courses.

Math Club President, Blinn College, Bryan, Texas (2017-2018)

Organized finals study sessions for the college with over 100 students attending each session. Facilitated events with panels of working professionals giving students access to vital information about pursuing specific majors. Hosted weekly study sessions to help struggling students successfully pass math exams.

Data Entry Specialist, Seamless Systems, College Station, Texas (2015-2016)

Maintained national database of legal documentation with extensive use of Microsoft Access.

Head Foreign Teacher and Trainer, KidsCan!, Beijing, China (2015-2016)

Worked with Chinese investors and management to create a training curriculum for the Hubei Province region. Instructed foreign teachers and developed fun team-building activities that created strong bonds between the staff. Mediated between foreign and Chinese staff when language barriers were present.

Figure 16.3. Example of the hybrid résumé format.¹

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