**УВАЖАЕМЫЕ СТУДЕНТЫ! ИЗУЧИТЕ ПРИМЕРЫ ДАННЫХ ОБРАЗЦОВ РЕЗЮМЕ И СОСТАВЬТЕ СВОЁ СОБСТВЕННОЕ ПО ДАННЫМ ПРИМЕРАМ. ДОЛЖНО ПОЛУЧИТЬСЯ ДВА ВАРИАНТА (КАК ЗДЕСЬ).**

**ФАЙЛЫ С ВАШИМИ РЕЗЮМЕ СДЕЛАТЬ К ЧЕТВЕРГУ И ОТПРАВИТЬ МНЕ В ВК. РАБОТЫ БУДУТ ЗАСЧИТЫВАТЬСЯ ТАК ЖЕ, КАК И КР.**

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|  | **RESUME *sample*** |
| **Name** | **Ivanova Olga Aleksandrovna**  |
| **Address** | Apt.28,9 Kirov StreetKadui 162510Vologda RegionRussian Federation  |
| **Tel.** | +7 921 1822658 |
| **E-mail** | ivanova@yandex.ru |
| **Place of birth** | Cherepovets |
| **Date of birth** | 21 August 1994 |
| **Age** | 20 |
| **Marital Status** | Single |
| **Nationality** | Russian Federation |
| **Education** |
| 2011 — present | Kadui Energy CollegeHeating Engineering and Equipment FacultyHeating engineer's degree |
| 2002-2011 | Kadui Secondary School 2School-leaving certificate |
| **Professional Experience** |
| June - July 2014 | Kamov Company — two month summer internshipAssistant in the Boiler and Turbine Plant:* performed responsibilities of operation and maintenance

 of power equipment and tools; * responsible for calculating power cost, upgrading

 power systems, and testing power capacity.  |
| **Computer skills** |
|  | * Microsoft Office, Excel, Power­Point, MS Project;
* Law and accounting software Consultant+;
* Basic, Visual Basic, programming algorithms, HTML code;
* MathCAD, AutoCAD, Photoshop CS, etc.
 |
| **Language Proficiency** |
|  | • Russian Language — Native;• English Language — Upper-IntermediateLevel, First Certificate in English Grade A. |
| **Awards** | Gold medal for excellent grades at Kadui Energy College; |
| **Hobbies** | Skiing, swimming, classical literature, watching football, etc. |

***Professional Resume Sample***

**Power Process Engineer**

This resume example will help you to expose your professional competencies and experience in the best way. It overall gives a snapshot on the idea of framing a professional resume. You can actually begin the writing process by making an outline of the sections. The content should be filled as per your level of skills and job experience. This resume example answers all your queries on how to draft a resume that gains result. Make the most effective use of this sample by adapting the style of writing while preparing your resume.

Calvin Mills

218 Broadway-Ste 201, San Diego, CA

Cell: 102-448-0019

Email: mills@exampl.com

**Career Goal:**

To obtain the position of a power engineer to make valuable contribution in the field of power engineering by applying my experience in a renowned organization

**Summary of Skills:**

Hands on experience in handling power system projects for small and large power plant

Comprehensive knowledge of developing design for electronic power circuits

In-depth knowledge of electrical circuits, electrical devices, and tools

Diverse knowledge of electrical systems, power generation, and testing procedures

Possess sound technical, troubleshooting, analytical, and communication skills

Skilled in handling multiple tasks and work cooperatively in a team environment

**Work Experience:**

Organization: Elen Group, CA

Duration: 2010 till date

Designation: Power Engineer

Handle the tasks of developing and designing electrical systems of power generation for industrial purposes

Responsible for planning phases of engineering projects, studying power systems, and fabrication of power equipment

Assigned responsibilities of setting power distribution systems and power protective systems

Perform the tasks of verifying appropriate scheme logic and modifications of electric power systems

Responsible for preparing engineering diagrams, fault calculations, and recommendation of corrective action plans if required

Assigned responsibilities of specifying relay software and perform root cause failure analysis of power systems

**Organization:** Intel Inc, Florida

**Duration:** 2008 to 2010

**Designation:** Junior Power Engineer

Assigned responsibilities of testing the capacity and performance of electrical power systems

Handled the tasks of conducting research and study power plant and electrical systems

Performed responsibilities of operation and maintenance of power equipment and tools

Responsible for calculating power cost, upgrading power systems, and testing power capacity

Assigned the tasks of preparing drawings, writing technical documents, and guideline procedures

Performed responsibilities of developing the specifications of power systems

**Educational Qualification:**

Bachelor's degree in Electrical Engineering

Florida University in the year 2008