**Jane Doe**

 Guildford, Surrey

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-Linkedinprofile-

Personal Profile

A highly motivated Electronic Engineering graduate with a strong academic foundation and practical industry experience, seeking an entry-level Electronic Engineer position to apply technical and analytical skills in a dynamic setting. Eager to contribute effectively to engineering projects, refine design and testing skills, and make a measurable impact within a forward-thinking team.

My long-term goal is to take on progressively greater responsibility in designing, analysing, and optimising electronic systems, actively supporting organisational success and innovation.

Education & Qualifications

University of Surrey (2018 – 2022)

BEng (Honours) Electronic Engineering, 2:1

Key Skills gained:

* Technical Acumen: Developed a solid foundation in electronic systems and circuit design, applying theoretical principles through lab-based projects and industry experience.
* Analytical and Critical Thinking: Proficient in analysing circuit performance and troubleshooting technical issues with a detail-oriented approach.
* Data Interpretation: Skilled in collecting, analysing, and interpreting complex data, and synthesising findings into actionable design improvements.
* Problem-Solving and Numeracy: Advanced skills in problem-solving and quantitative analysis, essential for electronic design and signal processing.
* Effective Communication: Enhanced written and verbal communication skills through technical report writing and presentations of engineering concepts.
* Software Proficiency: Competent in key engineering software, including MATLAB, LTSpice, AutoCAD, and Microsoft Office (Excel, Word, PowerPoint).

Notable Modules - Digital Circuit Design, Embedded Systems, Signal Processing

ABC College (2016 – 2018)

A-levels **-** Grades: A (Mathematics), A (Physics), B (Chemistry)

ABC School (2011 - 2016)

10 GCSEs - Grades: A-C including Maths and English

Work Experience

Junior Electronic Engineer, XYZ Engineering Solutions, London (Placement)

(July 2020 – June 2021)

* Collaborated on designing and testing electronic prototypes for industrial applications, ensuring compliance with technical and regulatory standards.
* Conducted fault-finding and troubleshooting in circuitry, reducing operational downtime by 20% through streamlined testing.
* Produced technical documentation and reports for project deliverables, enhancing technical communication and presentation skills for client-facing documentation.
* Supported senior engineers in project meetings, gaining insights into project lifecycles, requirements gathering, and resource allocation.

Customer Service Assistant (Part Time), RetailCo, Guildford, Surrey

(September 2019 – April 2021)

* Delivered high-quality customer service in a fast-paced retail environment, resolving customer inquiries and efficiently handling complaints.
* Enhanced communication and teamwork skills by working with diverse teams and mentoring new staff during training.
* Managed cash handling and inventory duties, developing accuracy and attention to detail under pressure.

Skills

**Technical Skills:**

* Software: MATLAB, AutoCAD, LTSpice, Microsoft Office
* Programming: C, Python
* Electronics: Circuit design and analysis, PCB layout, microcontroller programming, signal processing

**Soft Skills:**

* Problem Solving: Proactive in identifying and resolving technical challenges, drawing on both academic knowledge and practical experience.
* Communication: Strong written and verbal skills, with experience in technical documentation and customer interaction.
* Teamwork: Able to collaborate effectively with cross-functional teams, contributing to a positive and productive work environment.

References

References are available on request.