

# **Student Team Resume Competition**

## **IEEE SoutheastCon 2006 Regional Conference**

### **March 31, 2006 thru April 2, 2006**

#### **Rules of the Resume Competition:**

1. Each student Branch can only submit one completed application package.
2. Each application package will consist of two cover letters, two resumes, and two formatted business cards.

#### **Competition Information:**

All teams will be provided two jobs descriptions for fictitious job positions at Memphis, Light, Gas, and Water, the public utility for the Memphis area. Both descriptions may be considered at the entry level. One description can be filled by a graduating electrical engineering and the other can be filled by a graduating computer engineering student. In addition all teams will be provided information on three fictitious electrical engineering students and three fictitious computer engineering students.

Each team must select the background information from one of the three fictitious electrical engineering students. From this information the team must construction a professional resume for the selected fictitious student. This resume along with the format for a business card for the selected fictitious student must be attached to a cover letter which applies for the described entry level position in electrical engineering. The same requirements hold for constructing an application for the described position in computer engineering. Specifically, a resume, and format for a business card for the selected fictitious student must be attached to the cover letter which applies for the described fictitious entry level position in computer engineering.

Note: Student teams may use any resource available to them including advice from professionals employed by their university who specialize in career and employment services.

#### **Scoring:**

##### **80 pts**

Cover letter and resume for each job description.

##### **20 pts**

Format of business card for each fictitious job applicant.

**Submission Deadline for Application:** All applications must be submitted by 8:00 p.m. on March 31, 2006 at IEEE SoutheastCon registration desk.

**Awards Announcement will be made at the Saturday ceremony April 1, 2006.**

## BACKGROUND MATERIALS OF FICTITIOUS STUDENTS

### **Background for Mathew Smith**

**Date of Birth:** 10/07/1976

**Gender:** Male

**Ethnicity:** Caucasian

**High school:** Crete Jr/Sr high school, Crete Nebraska

**College:** University of Memphis

**Degree:** undergraduate degrees in computer engineering and electrical engineering  
Minor in mathematics

**Major GPA: 2.9, Overall GPA: 3.1**

**Military:** 5 years active duty United States Navy, Honorably discharged

### **Military job:**

Aviation maintenance administration, job was to maintain and track 5,000 aircraft parts, keep logs and maintenance records for all of them. Ensure that all preventative maintenance was performed and documented on time. Also maintain 50 fixed wing log books and 25 rotary wing logbooks ensuring that all aircraft were safe for flight and all maintenance was performed and documented on time. Finally maintaining 30 aircraft engine logbooks for preventative maintenance and safe for use inspections were performed and documented.

### **Military schools:**

F/A-18 engine asset management

Micro miniature soldering and circuit repair

Navy leadership school

**Work Experience:** (1994 – 1999) 5 years United States military (see above),  
(2000 – 2003) 3 years men's manager Macys department store, job responsibilities included department schedules, manager meetings, floor layout and merchandise placement, sales and numbers quotas met, and interviewing/hiring new associates for the store as well as for my department.  
(2004 – Current) network technician, job responsibilities include maintain university network backbone and infrastructure, design and implementation of new building networks as well as wireless networks.

### **Strengths**

Physically fit, super intelligent, great communication skills, wonderful sense of humor

### **References**

Matt Marks: 901.345.5678

Denise Sonders: 556.4567

Sam Bryant: 901.756.5555

## **Background Material for Martin G. Lender:**

**8918 Dinks Road. Apt 402, Germantown, TN 38125, SS# 300-56-7573**

**[MLENDER@YAHOO.COM](mailto:MLENDER@YAHOO.COM)**

**(901) 857-9432, Date of Birth, 04/04/78**

## **OBJECTIVES**

Obtain a position that will allow me to increase my current knowledge of designing, installing, and supporting both hardware and applications used in LAN/WAN networks. To be a team member in the development, design and support of various applications over a distributed network environment.

## **EDUCATION**

Southwest Tennessee State, Associate of Science, December 2000-May 2002

The University Of Memphis, College of Engineering  
Bachelor of Science - Computer Engineering  
Senior  
Current GPA 2.4, Major GPA 2.8  
2002-Present

## **EXPERIENCE**

### **Part-Time Internship**

Jan 2004 – Present

### **Smith and Nephew Inc**

1460 Brooks Rd  
Memphis, TN

Supervisor: Ken Smith

- Network associate and support technician (to present)
  - Second line of support for windows 2003 servers
  - Install new servers and current applications
- Logistics Handheld support and supply chain management. (6 months)
  - Second line of hardware and software support for sales associates. Software included SAP, SQL, Business Accelerator, and Active sync.
  - Test new handheld models and install business critical applications.
- Securing and automating video conference technologies. (6 months)
  - Designed and implemented video conferencing solution for world wide use.
  - Managed financial obligations to multiple companies.
  - Supported video conferencing at all locations across the globe.
- Manufacturing Support group (8 months)
  - Second line of support for shop floor global labeling system.
  - Second line of support for CAD CAM users
  - Tested and deployed global labeling application to several shop environments. Used Visual Basic to update and manage the different forms of the application.
  - Access Database Management

**Network Professional**  
October 2002 – Jan 2004

**The Seam**  
6055 Limacy Pkwy  
Memphis, TN 38119

Completed Projects:

- Designed and implemented Whats Up Gold and Compaq Insight Manager, to monitor all network traffic.
- Setup servers and installed software for the testing/development level of The Seam web application.
- Configured and ran Webtrends reports which showed vital statistics on all websites. Published reports to local network and gave users access to those reports.
- Transported, setup, and installed necessary software for an offsite demonstration environment, which included one web server and one SQL server.
- Designed and implemented Snort Intrusion Detection System an Open source IDS. Monitored all network packets and profiled possible attacks.

The individual on-going job responsibilities

- Planned, installed and supported hardware and software upgrades.
- Provided technical expertise and support for daily operations.
- Created backups of servers with Drive Image Pro for disaster recovery purposes
- Setup and installed Windows 2003 Server and MS SQL 2003 for the production level of The Seam web application.
- Built and Re-built servers that controlled The Seam online trading application to keep up with demands.
- Assisted in the hardware and software installation of two SQL clusters. Used logshipping to send real time data to our Co-location site.
- Monitored completion status of all SQL server database backups, including those to the SAN, other disk volumes on the network, and tape drives.
- Performed manual backups of data to tape as required by special events or circumstances.
- Managed tape policies to ensure proper calendar coverage of off-site backups.
- Ensured Generator was working properly (ample fuel, weekly testing) and coordinated service calls on Generator and repair work if needed.

**Breakaway Athletics**  
Nov. 2000 – October 2002

**Web Development**  
1708 Union Ave.  
Memphis, TN 38107

Supervisor: Shelley Kane

Created the Companies webpage and updated it every month using Dreamweaver.

Call 901-857-9432 for References

**Donald T. Moore**  
E-mail: dtmoore@memphis.edu

545 Keeneland Ct.  
Germantown, TN 38018  
Cell Phone: (901) 242-8290

**Objective:** To accept a job as a Software Engineer to help use and further my experience, engineering skills, and computer skills.

**Education:**

- 2002-present  
Junior seeking a degree in Bachelors of Science in  
Computer Engineering,  
The University of Memphis, Herff College of Engineering  
Anticipated Graduation: May 2006.
- Graduated in top 10% with Honors Diploma from Craigmont High School

**Employment History:**

- 2004-Present  
Intern at Smith & Nephew in Desktop Support and Web Development,  
working on redesigning Corporate Intranet.
- 2004-2005  
Crew Chief at RMW Lawn and Landscape
- 2004-2005  
IT Intern for B2D solutions.
- 2002-2004  
Assistant Manager at Jiffy Lube

**Course Projects:**

- Wrote C++ program to replicate an ATM.

**Computer Skills:**

- C, C++, HTML, ASP, Office Suite

**Honors/Awards:**

- Recipient of Early Scholar's Scholarship – Full scholarship at The University of Memphis
- American Legion Boy's State member
- Sigma Alpha Lambda Honor Society member

**Interests/Hobbies:**

- Golf, motorcycles, tennis, and running.

## **Background Material for Howard Hawk:**

Date of Birth: 6-28-80

Address: 2449 Chiswood St.  
Memphis, TN 38134

Email: [hhawk@yahoo.com](mailto:hhawk@yahoo.com)

Phone: 618-901-3809

### Work experience:

August 1999-July 2004

Broadcast Engineer  
WSIL-TV3

1416 Country Aire Dr.  
Carterville, IL 62918

Responsibilities: Troubleshoot and repair video recording, transmitting, editing, and routing equipment

July 2004-October 2005

Assistant Sales Manager  
OfficeMax INC.

8055 Giacosa Pl.  
Memphis, TN 38133

Responsibilities: Manage associates time and duties and ensure quality customer service

October 2005-Present

AutoCAD Technician  
MidSouth Utility Consultants, LLC  
3121 Bartlett Corporate Drive, Suite 102  
Bartlett, TN 38133

Responsibilities: Create and edit CAD drawings for use with commercial construction

### Education:

August 1998-May 2003

Southern Illinois University  
Carbondale, IL 62901

Degree – B.S. Workforce Education; G.P.A. – 3.2/4.0

August 2003-May 2004

John A. Logan College  
Carterville, IL 62918

Degree – A.S. Science; G.P.A. – 4.78/5.0

August 2004- December 2006

University of Memphis  
Memphis, TN 38152

Degree – B.S. Electrical Engineering, B.S. – Physics; G.P.A. – 3.5/4.0

### Honors and Awards:

Dean's List (Southern Illinois University and University of Memphis), President's List (John A. Logan College), Humphreys Presidential and Cecil C. Humphreys Herff Scholarship, Golden Apple Scholarship, Eagle Scout

## **Background for Massroor Marsh**

I attended high school in Nigeria. I studied industrial engineering for two years at the University of Benin. My gpa was 2.0 I have two associate degrees from southwest one in EETH and one in TETH (telecomm. eng. tech). I graduated from Southwest in 2003. Currently, am in my last semester at the University of Memphis and should get my bachelors degree in electrical engineering in May 2006. I am a member of IEEE and a senator at NSBE. My social security number is 444-66-5959. I am a U.S. citizen. I worked as a server at On the Border from 2001- 2003, but was fired for not showing up for work repeatedly. From the summer of 2004 to the fall of 2005 I worked as a contractor with Cook Systems International, testing revenue software for FedEx on mainframe computers. Currently I am a mainframe database intern at FedEx. My hobbies include reading, sleeping and traveling. I volunteer at

Arlington Developmental Center to aid their disabled citizens. I am married and have 2 children ranging in age from 6 months-3 years. My religious preference is Methodist. My health is excellent, although I did have gall bladder surgery last year. I weigh 207 lbs. and lift weights in my free time. My eyes are dark brown.

## **Background Material for Rupert U. Ainwright**

NAME Rupert U. Ainwright

DOB / POB February 7, 1970 (Age 36) Memphis, TN

Parents: Bob and Gloria Ainwright

Emergency Contact: Tawnya Jones, 901-555-1212 (girlfriend)

Social Security Number: 456-78-9910

Personal Website: [www.RupertnTawnya.com](http://www.RupertnTawnya.com)

EDUCATION 2001-Present University of Memphis

B.S. Electrical Engineering GPA: 2.8

1989-1994 Completed Electrical Workers' Apprenticeship, Memphis, TN

1984-1988 Graduated Bartlett High School, Bartlett, TN

- Was voted best athlete by graduating class.
- B Honor Roll every quarter.

## PROFESSIONAL BACKGROUND

1998-2001      Service Electrician / Foreman

Operated service truck for an electrical contractor specializing in industrial and commercial electrical installations and repairs. Served as foreman over several jobs and crews.

1994-1998      Journeyman Electrician

Worked for various contractors specializing in industrial and commercial electrical installations, maintenance, and repairs. Supervised and trained apprentice electricians.

1989-1994      Apprentice Electrician

Worked and attended school under the sponsorship of the Memphis Electrical Joint Apprenticeship and Training Committee, IBEW Local 474.

1988-1989      Unindentured Apprentice

Worked as an electricians' helper prior to being accepted into the apprenticeship program.

HOBBIES / INTERESTS      Flying (Earned Private Pilot's license in 1999), Golf, Guitar, Woodworking, Hunting

Activities

Shelby County Libertarian Party

Budweiser Brewhouse Softball Team

# Entry Level Job Descriptions

**SALARY EFFECTIVE DATE: 8-17-92**

**PAY FOR PERFORMANCE SALARY PLAN**

## JOB DESCRIPTION

**TITLE:** Computer Software Specialist

**RESPONSE TO:** Supervisor/Assistant Manager/Manager

**PURPOSE:** Analyze information systems requirements to determine software that will provide system capabilities required; develop and/or maintain new systems to meet information requirements.

### **DUTIES AND RESPONSIBILITIES:**

1. Investigate requests for information system studies to determine their merit and recommend acceptance, rejection or an alternate solution.
2. Confer with technical, professional and managerial personnel to obtain data and information requirements; translate user needs into cost effective solutions.
3. Design, Develop, configure, install, maintain or modify mainframe, client sever applications, network and/or personal computer operating systems, data base management systems, utilities and related software.
4. Analyze/monitor and troubleshoot system performance; recommend modification of existing/purchased systems or development of new systems to meet information requirements.
5. Monitor and coordinate new systems developments to insure maximum utilization and efficiency of software capability and inclusion in long-range planning.
6. Provide technical guidance and assistance concerning software applications and system developments and operations.
7. Serve as MLGW representative while with vendors on software purchases and problems.
8. Keep abreast of changes with the computer software field.
9. Assist in the development and maintenance of MLGW computer standards and procedures.
10. Perform other duties as directed.

**DIRECTION:** Lower-Level Computer Software personnel as assigned.

### **JOB SPECIFICATIONS:**

**EDUCATION:** **Level I:** Bachelor's degree in Computer Science, Engineering, Math, Information Systems or Business with a concentration in Information Technology. Educational requirements may vary depending on departmental need for database, computer hardware/software, mainframe, networking or programming. (All degree requirements must include a minimum of 12 hours college accredited programming/computer-related courses.)  
**Level II:** Bachelor's degree in Computer Science, Engineering, Math, Information Systems or Business with a concentration in Information Technology plus two (2) years of Division experience in database, computer hardware/software, mainframe, networking, programming or system analysis skills depending on departmental-related need. (All degree requirements must include a minimum of 12 hours college accredited programming/computer-related courses.) Must meet proficiency requirements. Must have a P2 rating for two (2) consecutive years as a Computer Software Specialist (Level I) or a P1 rating in last year as a Computer Software Specialist (Level I). (External candidates must have at least four (4) years of equivalent experience and meet proficiency requirements.)  
**Level III:** Bachelor's degree in Computer Science, Engineering, Math, Information Systems or Business with a concentration in Information Technology plus four (4) years of Division experience in database, computer hardware/software, mainframe, networking, programming or system analysis skills depending on departmental-related need. (All degree requirements must include a minimum of 12 hours college accredited programming/computer-related courses.) Must meet proficiency requirements. Must have a P2 rating for two (2) consecutive years as a Computer Software Specialist (Level II) or a P1 rating in last year as a Computer Software Specialist (Level II). (External candidates must have at least six (6) years of equivalent experience and meet proficiency requirements.)

**OTHER:** Must have knowledge and skills in one (1) or more of the fields listed below. Experience and knowledge requirements will vary according to area and department needs.

**Systems Programming:** MQ-Series, VTAM, TCP/IP, SMP/E, TLMS, JCL, TOP Secret, UNIX 11.0, Z/OS or LINUX.

**Networking:** Novell Netware, Unix, Group Wise VPN, Security Systems, Veritas or Windows 2003. Applicable certifications might include CNA, CNE, MCP, MCSE, and CCIE.

**Desktop Support:** Visio, MS Project, Group Wise, Windows 2000 and/or XP, Unix, Microsoft Office or A+ certification.

**Database:** Oracle, IDMS (mainframe), Access, Sybase, Btrieve, Dbase, Pervasive or SQL.

**Web Development:** HTML, Macromedia, Flash, Dream Weaver, Java, CGI, PERL or PHP.

**Application Programming:** COBL for MVS/LE, JCL, ADSO/O, C++ Visual Basic, ACCESS, Delphi, CableCAD, MicroFocus COBOL, SQL, PL/SQL, Business Objects, Oracle Developer 2000, Oracle Forms, and Oracle reports or other current programming languages. Must have an occupational significant combination of ability to plan and implement the data processing requirements of MLG; ability to interface operations and informational needs of all departments/areas such as Accounting, Purchasing, Engineering, Inventory Control, Construction, etc.; ability to make decisions based on knowledge of existing computer software and potential use by MLGW; ability to work with a diverse population. Must have a valid driver's license from state of residence.

### **WORKING**

**ENVIRONMENT:** Works inside under good conditions. Subject to sitting for long periods of time at computer terminals, eye fatigue, grasping/reaching for technical materials/printouts and distinguishing color, and occasional light lifting, bending, stooping/crouching to load computer equipment, paper and carry materials.

**THIS LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY.**

**SALARY EFFECTIVE DATE: 8-17-92**

**PAY FOR PERFORMANCE SALARY PLAN**

**JOB DESCRIPTION**

**TITLE:** Computer Hardware Specialist

JOB DESCRIPTION

EFFECTIVE DATE: 11-24-92

**RESPONSIBLE TO:** Supervisor, Technical Support/Manager

**PURPOSE:** Analyze data processing requirements to determine electronic data processing equipment that will provide system capabilities required.

**DUTIES AND REPONSIBILITES:**

1. Investigate request for electronic data processing services, determine their merit and recommend acceptance, rejection or an alternate solution.
2. Confer with data processing and project managerial personnel to obtain data on existing hardware systems and determine requirements for proposed systems.
3. Perform and/or coordinate studies for cost effective solutions relative to computer hardware and related electronic equipment requirements.
4. Analyze and evaluate data; recommend design, layout, type of computer and peripheral equipment or modification to existing system/equipment that will provide capability for proposed project or work load.
5. Monitor and coordinate new system developments to insure maximum utilization of software and equipment and inclusion in long-range planning.
6. Provide technical guidance to Division personnel with respect to data processing equipment utilization.
7. Troubleshoot hardware problems and serve as consultant with representatives on hardware problems; coordinate work with Division software operations.
8. Plan or review computer configurations to achieve maximum balance, efficient operation and effective use of space.
9. Specify power supply requirements and recommend purchase/arrangement of environmental control devices.
10. Keep abreast of changes within the computer hardware field.
11. Perform duties as directed.

**DIRECTION:** Direct lower-level Computer Hardware personnel

**JOB SPECIFICATION:**

**EDUCATION:** Bachelor's degree in Electrical Engineering or Engineering Technology.

**OTHER:** Experience requirements will vary according to departmental needs. Must have an occupationally significant combination of: ability to apply knowledge of computer applications to plan and design configurations and prepare explanatory sketches and blueprints; creative ability; ability to make decisions based on knowledge of existing computer hardware and its potential for the Division; oral/written communications skills; analytical ability; organizational ability; and ability to be tactful and cooperative in relations with managerial and supervisory personnel.

**WORKING ENVIROMENT:** Works inside under good conditions. Subject to climbing, bending, stooping, crouching, kneeling, crawling and reaching to read equipment panels, connect/disconnect cables/power connections and run cable/test equipment, standing/walking for long periods of time while troubleshooting equipment, light lifting/carrying of equipment and distinguishing color. Physical skills required to read information from and enter information into various types of computer terminals and PC's.

**THIS LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY.**