
ENGINEERING ASSISTANT RESUME

Objective:

To obtain the Engineering Assistant position that will expand and develop my skills.

Summary of Skills:

- Strong knowledge of Billing & Payroll.
 - Strong Computer skills: MS-Excel, MS-Word, and MS-Access
 - Ability to read, write, and do basic math functions
 - Ability to use sound judgment for independent decision making
 - Great organizational skills with ability to prioritize work effectively
 - Ability to work under pressure and meet deadlines
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Work Experience:

Engineering Assistant
ATR Engineering, Joliet, IL
August 2005 to till date

- Tested ViaSat, Quetzsat, Telstar 14, AisaSat 7.
- Maintained paperwork – shop orders, procedures and standards.
- Prepared test data, non-conformances, task logs and shift accomplishments.
- Assembled & maintained ground support equipment.

Engineering Assistant
Kelly Engineering Resources, Joliet, IL
May 2000 to July 2005

- Maintained training records.
 - Updated forms for highly trained and specialized team members.
 - Supervised loading & unloading of material in the Truck.
 - Prepared and scheduled all on-going training & engineering events.
 - Coordinated aviation inspection schedules.
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Education:

Associate Degree in electronics or computers.
St. Louis University, St. Louis, MO

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