

**Chronological
CV – example
for a placement**

Gemma Lonsdale

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Second year Electronic Engineering undergraduate on track to gain a 2:1. Strong analytical, technical and communication skills developed through my degree and work experience. Looking for a professional placement in electronic engineering.

EDUCATION

Electronic Engineering BEng (Hons), University of Sussex **2016 – 2019**
Achieved a 2:1 (65%) in first year

Key modules include:

Electrical circuits and devices
Engineering mathematics
Programming for engineers

Electro mechanics
Mechanics and properties of materials
Thermodynamics

I contributed to two group projects: one on electronic engineering and a second based around electronic circuit and systems design. As part of the latter project we utilised a variety of electronic test measurement products and analysed digital communication signals. We have also covered the key professional skills – project management, technical communication, risk and professional ethics.

A levels: Physics (A), Mathematics (B), Further Mathematics (B), Economics (A)
Woking High School, 2016

GCSEs: 10 GCSEs grades A-C including Maths (A*) and English Language (B)
Woking High School, 2014

EMPLOYMENT EXPERIENCE

Sales Assistant, Technical Sales Ltd, Woking, Summer 2018

- Collaborated effectively with a team of 20 developing the international communications system for a large digital services provider.
- Conducted needs analysis on the current system and developed the technical specification.
- Liaised between customer and development team on recent sales.
- Broadened commercial knowledge and understanding of technical markets.

Sales Assistant (part time), Sainsbury's, Brighton, October 2016 – May 2018

- Enhanced my communication skills when resolving customer queries.
- Working as part of a team, I developed my negotiation skills in order to maintain high standards of customer care and meet deadlines.
- Awarded 'Employee of the Month' twice for my work on the Customer Service Desk.

ADDITIONAL EXPERIENCE

University of Sussex Capoeira Society, September 2016 – to date

- Working with other members in planning events, marketing and fundraising.
- We increased our membership by 20% in 6 months.

Volunteer, St. John's Ambulance, Woking/Brighton, September 2014 – May 2017

- Successfully completed first aid training.
- Regularly volunteered at community events and attended incidents as required.
- Gained an understanding of the importance of effective teamwork and resilience.

KEY SKILLS

IT

- C++, MATLAB, LabView.
- MS Office including PowerPoint and Excel.

Social Media

- Experienced user of Twitter, Facebook, Instagram, and LinkedIn.

Driving Licence

- Full clean UK driving licence.

INTERESTS AND ACHIEVEMENTS

Technology

- I have built a computer and am presently building a robot.
- Friends and family regularly ask me to help with computer problems.

Music

- I play the violin (Grade 6, 2015), and have previously played in orchestras.
- Regularly attend local gigs and particularly enjoy jazz.

Sport

- Active member of the university gym and work to targets.
- I am in the process of training for the Brighton Half Marathon in March.

REFERENCES

Dr P Cortly,
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