**Jennifer Smith**

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**EDUCATION** **City College of the City University of New York**

 Bachelors of Engineering, Electrical Engineering: June 2014 GPA: 3.40

 **LaGuardia Community College of the City University of New York**

Associate in Science, Electrical Engineering: December 2011 GPA: 3.62

**RELEVANT**  Assembly Programming Algorithms Data Structures

**COURSES** Electrical Circuits Microelectronics Linear Systems Analysis

 Switching System Quantum Mechanics Semiconductor Devices

**SKILLS** ***Design Software****:* Matlab, Autocad, SAP 2000, ModelSim, Quartus II, MultiSim

***Programming Languages****:* C++, Java, Python, Assembly, VHDL

***Applications:*** Microsoft Word, Excel and PowerPoint

***Languages:*** Fluent in Spanish

**PROJECTS** ***Computer*** *O****rganization Coursework:*** Adapted coursework for use by other students, based on Altera Computer Organization coursework, using the NIOS II processor and DE2 FPGA board. (Spring 2011)

**RESEARCH City College** NY, NY 5/11 – 9/2011

 ***Research Assistant, Physics Department,***

* Established a set of relations between ratio of dynamic module and relaxation of time distributions.
* Recorded and inputted research data into laboratory database

**EXPERIENCE City College of New York**  NY, NY 10/11- Present

 ***Tutor, Mathematics Department***

* Tutor over 12 college students each semester in subjects of Algebra, Quantitative Reasoning and Calculus to help them solve problems and understand concepts.
* Serve as a liaison between professors and students and provided student updates regarding their progress and areas of challenge.

**General Medical Office** Flushing, NY06/10 - 02/11

***Administrative Assistant***

* Maintained and constantly updated patient records and billing information
* Operated multi-line telephone system and scheduled appointments for approximately 30 patients a day

**HONORS** Dean’s List, City College, 2011 - 2012

**ACTIVITIES** ***Vice President,*** Tau Beta Pi, National Honors Engineering Society, City College,

2012 – Present

* Organize monthly speaker series featuring corporate and alumni speakers

***Member,*** Institute of Electrical and Electronics Engineers (IEEE), City College, 2011 - Present