

MICHAEL A. JONES

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OBJECTIVE

Enthusiastic and motivated Mechanical Engineering student seeking an internship position to apply theoretical knowledge and gain hands-on experience in a dynamic engineering environment.

PROFESSIONAL SKILLS

TECHNICAL AutoCAD | Inventor CAM | MATLAB & Drupal | SolidWorks Tinkercad & bCreao | Fusion 260 & Onshape | Adobe (Acrobat, Illustrator) | Data Gathering & Analysis Microsoft Office (Word, Outlook, Excel, PowerPoint and Outlook)

SOFT Office Management | Communication | Remote Collaboration, Teamwork | Problem-Solving | Time Management | Networking | Presentational | Multitasking & Prioritization | Emergency Response | Calm Under Pressure

PROFESSIONAL EXPERIENCE

Office Assistant

Apr 2023 – May 2023

New Jersey Institute of Technology, Newark, NJ

- Efficiently supported The Center for Solar-Terrestrial Research (CSTR), an international leader in ground- and space-based solar and terrestrial physics with operational and administrative tasks.
- Responsible for keeping all incoming correspondence organized and getting faculty mail into the proper mailboxes.
- Answered and redirected phone calls and carried out service and management requests as required.
- Assisted in general office tasks, including data entry, filing, and document organization.

Electrician Helper

Summer 2022

Princeton University, Princeton, NJ

- Collaborated with mechanics from other trades on various projects, specializing in excavation tasks such as digging holes, trenches, and disassembling objects.
- Executed wired pulling duties into homerun boxes, feeders, switches, drop-ins, and receptacles.
- Supported in preventive maintenance, testing, and diagnosis of campus electrical and elevator systems.
- Demonstrated independence in executing tasks based on written work orders, assuming full responsibility for assigned work.
- Actively attended relevant training sessions and engaged in outside professional activities to enhance skills and knowledge.

RELEVANT COURSEWORK

- Fundamentals of Engineering Design
- Engineering Materials and Processes
- Engineering Mechanics
- Computer Programming and Problem Solving
- Electricity and Magnetism
- Physics II (Electricity and Magnetism)

EDUCATION

New Jersey Institute of Technology, Newark, NJ

Expt. May 2026

- Major: B.S. in Mechanical Engineering

CERTIFICATIONS

American Red Cross

July 2022

- First Aid (certified)

CPR (certified)

Lifeguard (certified)