

# Ivan Mathews

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## PROFESSIONAL QUALIFICATIONS

Analytical and intensely motivated early professional primed to demonstrate a strong work ethic. Skilled in identifying project needs and developing innovative solutions to complex engineering challenges. Proficient collaborator and communicator capable of working well in both independent and group settings. **Firm understanding of the following electrical engineering devices, methods and practices:**

*Circuit Designs and Manipulations ■ Transformers ■ DC Motors and Generators ■ Convertors ■ Rectifiers  
Choppers ■ Circuit Breakers and SCR Circuits ■ Diodes ■ Transistors ■ Power Flow Analysis ■ Unit Commitment  
Economic Load Dispatch ■ Enter-utility Electric Energy Exchange ■ Capacity Outage Probability Table*

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## EDUCATION

### **Bachelor of Science – Electrical Engineering, 2011**

Minor: Entrepreneurship and Enterprise Development  
*University of Lethbridge*

#### **Awards:**

Millennium Bursary, 2008 & 2009  
Alberta Opportunities Bursary, 2007  
City of Lethbridge Baccalaureate Scholarship, 2006  
University of Lethbridge Scholarship, 2006

#### **Professional Associations:**

Association of Professional Engineers, Geologists, Geophysicists of Alberta (APEGGA)  
Institute of Electrical and Electronics Engineers (IEEE)  
IEEE Power and Energy Society (PES)

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## PROJECT WORK

### ■■■ SPIN BIKES (4<sup>th</sup> Year Design Project)

#### **Target:**

In a 5-person team, generate and store electricity from an exercise bike to power a small device for up to 5 minutes.

#### **Result:**

Successfully powered small television for 4 minutes and 45 seconds; presented results in a 40-page written report accompanied by a well received PowerPoint presentation.

#### **Learned**

#### **Competencies:**

Researched and analyzed methods to convert AC power to DC power utilizing a rectifier; employed a voltage regulator to ensure a constant 12 V output.

### ■■■ WIND TURBINES (Transmission System Planning and Operation)

#### **Target:**

In a 6-person team, formulate a plan to produce renewable energy for Alberta within a budget of \$30 M.

#### **Result:**

Developed a plan to generate 50 MW of electricity using 20 separate wind turbines, each contributing 2.5 MW of power; presented proposal and strategy in a formal written paper.

#### **Learned**

#### **Competencies:**

Researched different renewable energy sources and explored the functions, sizes and capabilities of wind turbines.

### ■■■ T7 PARAPLEGIA (Design and Communication II)

**Target:** In a 4-person team, design a bed for T7 paraplegia patients that will allow easy access to clothing without having to depart the space.

**Result:** Designed a bed with rising drawers that would aid the patients' access to clothing without the need to lean over or travel.

**Learned Competencies:** Utilized creative thinking and problem solving to engineer a device that overcame mobility challenges of T7 paraplegia patients.

### ■■■ MULTIFUNCTIONAL PLAY STATION (Design and Communication I)

**Target:** In a 4-person team, design a multifunctional game station for kids at the Alberta Children's Hospital.

**Result:** Invented a game station with a rotating magnetic board and white board that could be height adjusted using an easy to operate pulley system.

**Learned Competencies:** Explored safe, functional and engaging children's activities to create a practical and age-appropriate multi-use game station.

## WORK EXPERIENCE

**Assistant Manager /Customer Service Representative** (16 hours/week) 2004 - 2010  
*Cornerstone Convenience Store – Lethbridge, AB*

- Delivered prompt and courteous service to a wide variety of clientele; engaged customers to answer questions, offer recommendations or address concerns.
- Trained and mentored over 20 customer service employees; overviewed policies and procedures and monitored performances.
- Oversaw daily cash-outs and deposits on three separate tills; managed over \$10K each shift.

## VOLUNTEER EXPERIENCE

**Volunteer, APEGGA: Elementary Science Night at St. Mary School – Lethbridge, AB** 2010 - 2011

- Assisted with event organization and activity demonstrations.

**Volunteer, University of Lethbridge Safewalk Program – Lethbridge, AB** 2008 - 2009

- Escorted University students and visitors around campus during the evening hours; collaborated with campus security to ensure the safety of patrons.

**Tutor, Lincoln High School – Lethbridge, AB** 2004 - 2005

- Aided students in the development of their Math, Science and Physics skills.

## TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, OneNote) ■ Windows XP and Vista ■ MATLAB ■ PSPICE ■ MEFISTo-2D Classic ■ Linux and Unix Systems ■ C and C++

## Strategy Statement – New Graduate Resume

**Challenge:** Ivan was looking to obtain his very first industry role as an Electrical Engineer and get his foot in the door to kick-start his career.

**Background:** Although Ivan only recently graduated with his degree in Electrical Engineering he had been feverishly applying for roles for several months. After not receiving any interviews, Ivan decided to seek professional resume assistance to help get his resume noticed.

**Strategy:** Ivan has no related industry experience, and very little work experience, so his new resume places heavy emphasis on his education and the project work he completed during his degree program. A format with a bold heading and a slight splash of color has been strategically chosen to aid Ivan in standing out from his peers and catching the eye of recruiters.

The resume commences with a Professional Qualifications section that establishes Ivan as qualified and noteworthy, yet clearly an early professional eager to commence his career. His profile is succinct yet emphasizes his favourable skills along with his ability to lead projects and develop innovative solutions, which the majority of his resume supports. The last line of the profile has been bolded to draw attention to industry related items.

As a new graduate, Ivan's Education received 'priority' in the document. Not only are his degrees, awards and professional associations mentioned but a solid sampling of course work is provided in a dedicated Project Work section.

Ivan's greatest attribute is his detailed course project work, so a unique approach was taken to elaborate on these experiences. Each course project has been broken down to reflect the target, result and learned competencies. This approach defines the project challenges, Ivan's unique approach, and how he applied and gained industry knowledge and valuable transferrable skills. Two of Ivan's projects are engineering related, and two of the projects support his minor in Entrepreneurship and Enterprise Development, which allows for a more well-rounded presentation of his abilities.

Ivan's short Work Experience section focuses on his ability to engage with diverse individuals, provide leadership and work independently. His work experience also emphasizes that he worked a fair amount of hours each week in addition to attending full time classes. Again, the Volunteer Experience section is succinct but it provides a brief snapshot of additional soft skills and showcases his ongoing involvement in a variety of activities.

Finally, Ivan's Technical Skills are displayed in a box that parallels the header. Space wise and strategy wise this section made the most sense to be placed last within the document, but it does not necessarily contain the least important facts. In order to give this section a leg-up it has been displayed in a unique fashion for greater emphasis.

With this resume, Ivan successfully secured his first career opportunity!