



Bianca Melendez

Electrical Engineer

(312) 555-1234 | bianca.melendez@example.com

linkedin.com/in/biancamelendez | 123 Maple St, Chicago, IL 60601

STRENGTHS

- Strong Time Management**
Expertly juggle numerous projects while adhering to tight deadlines that consistently benefit client satisfaction.
- Client Relationship Builder**
Recognized for developing lasting partnerships that foster trust and enhance collaboration, leading to higher project retention.
- Proficient Communicator**
Adeptly convey complex ideas to diverse audiences, ensuring clarity in discussions that drive consensus and understanding.
- Innovative Problem Solver**
Generate fresh solutions for design challenges, often integrating new knowledge into existing workflows to improve outcomes.
- Team Leadership**
Empower fellow engineers through mentoring techniques, directly leading to enhanced productivity and project excellence.

SKILLS

MEP Design Power Distribution

REVIT AutoCAD Client Relations

Project Management

Short Circuit Studies

Lighting Design

Communication Skills

Multi-Discipline Collaboration

Field Assessment

Sustainable Design

SUMMARY

Electrical Engineer with over 3 years' experience in MEP design, emphasizing electrical systems for commercial and educational facilities. Demonstrates exceptional skills in managing multiple projects while fostering strong client relationships. Proficient in REVIT and AutoCAD, ensuring compliance with building and energy codes. Articulates ideas clearly, both verbally and in writing, contributing to effective communication within fast-paced environments. A confident self-starter dedicated to providing innovative solutions that meet specific project needs. Eager to push the boundaries of engineering design and positively impact clients through strategic collaborations.

EXPERIENCE

Electrical Engineer

Innovative MEP Solutions | June 2024 - Present | Chicago, IL

Serves as a key member of a dynamic team, focusing on designing advanced electrical systems for diverse commercial projects. Maintains high standards of quality and compliance while delivering tailored solutions under tight deadlines.

- Designed medium to low voltage power distribution systems, meeting industry standards across various commercial projects.
- Developed comprehensive lighting control designs for educational establishments, prioritizing energy efficiency.
- Conducted detailed short circuit and coordination studies to ensure safety adherence and project success.
- Collaborated closely with multi-disciplinary teams to generate accurate electrical construction documentation without delay.
- Strengthened ongoing client relationships through timely updates and effective communication strategies, boosting repeat business significantly.
- Mentored junior engineers in using REVIT and AutoCAD, substantially enhancing workflow and project outcomes.

Junior Electrical Engineer

Green Energy Consultants | January 2022 - May 2024 | Chicago, IL

Contributed to the design and implementation of electrical systems within institutional settings, working alongside experienced project managers to optimize project efficiency and visibility.

- Assisted in designing low voltage systems including fire alarms and security integrations for institutional facilities.
- Supported development of project scopes and presentations, increasing clarity and project tracking.
- Conducted site assessments to monitor progress and recommend improvements based on real-time conditions.
- Engaged actively in multi-disciplinary meetings, addressing technical issues effectively to streamline processes.
- Participated in drafting project proposals that significantly elevated the firm's acquisition rate.
- Gained expertise in energy modeling, supporting sustainable design practices and initiatives.

LEADERSHIP & AWARDS

- Dean's List, University of Illinois, 2020
- First Place, Engineering Design Competition, 2021

EDUCATION

Bachelor's Degree in Electrical Engineering

University of Illinois | GPA: 3.5 | 2021 | Champaign, IL

Fire Alarm Systems

Energy Analysis Documentation

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Electrical Engineer at Innovative MEP Solutions (2.1 Years)

● Junior Electrical Engineer at Green Energy Consultants (2.3 Years)

Coursework: *Circuits, Electronics, Power Systems, Control Systems*

CERTIFICATIONS

- AutoCAD Certified Professional 📅 2025
- REVIT Certified User 📅 2025

TECHNICAL SKILLS

- **Design Software:** REVIT, AutoCAD, SketchUp
- **Project Management Tools:** Trello, Asana, Microsoft Project
- **Standards and Codes:** NEC, IBC, ASHRAE
- **Simulation Tools:** ETAP, MATLAB, PSpice
- **Modeling Software:** EnergyPlus, TRNSYS, OpenBuildings
- **Quality Assurance Techniques:** Peer Reviews, Checklist Use, Compliance Checks
- **Collaboration Software:** Slack, Microsoft Teams, Zoom
- **Field Instruments:** OmniTest, Fluke, Thermal Imaging
- **Documentation Standards:** ISO, ANSI, IEEE
- **Industry Certifications:** LEED Green Associate, PMP, DBIA

PROFESSIONAL AFFILIATIONS

- Member, Institute of Electrical and Electronics Engineers (IEEE)
- Volunteer, Habitat for Humanity Engineering Team

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST