

# Amina Cook

☎ (312) 555-1234

✉ amina.cook@example.com

🌐 linkedin.com/in/aminacook

📍 1234 Elm St, Chicago, IL 60614

## SUMMARY

Driven Electrical Engineer with over five years of experience in power systems analysis for industrial and utility clients. Proficient in ETAP and SKM, adept at conducting studies that inform crucial engineering decisions. Committed to producing detailed reports that surpass expectations in quality. Skilled at collaborating with multidisciplinary teams to achieve optimal solutions that meet client needs. Focused on maintaining high industry standards while delivering impactful outcomes. Eager to contribute expertise and enthusiasm to future projects, ensuring compliance with both safety regulations and client specifications.

## EXPERIENCE

### Electrical Engineer - Power Systems

June 2021 - Present

Innovative Engineering Solutions

Chicago, IL

Oversaw power systems evaluations, crafting innovative solutions for diverse electrical challenges. Conducted analyses using ETAP and SKM, yielding insights that drove project efficiencies.

- Performed electrical power systems studies for both industrial and utility clients, enhancing operational outputs through data-driven decision support.
- Reported analysis findings through comprehensive technical reports, ensuring alignment with engineering best practices and safety standards.
- Collaborated closely with clients, translating complex technical concepts into actionable plans that met their specific demands.
- Executed system short circuit and relay coordination studies, generating impactful results that improved reliability and performance.
- Led load flow and power harmonics analyses, optimizing energy distribution within client facilities and significantly improving service quality.
- Facilitated training sessions for junior engineers, fostering skill development and promoting a culture of learning within the organization.

### Electrical Engineer

April 2018 - May 2021

Advanced Power Solutions

Naperville, IL

Engaged in extensive power system evaluations, supporting enhanced safety and efficiency across client operations. Developed thorough documentation of findings and recommendations.

- Conducted arc flash hazard assessments and motor starting studies, contributing essential safety improvements to operational protocols.
- Streamlined relay setting file creation processes, which reduced system downtime appreciably.
- Enhanced data-gathering practices during site visits, leading to higher accuracy in evaluations and increased client satisfaction.
- Worked alongside project managers to coordinate milestones effectively, ensuring timely delivery of project goals.
- Generated detailed reports summarizing technical findings, enabling informed decision-making by stakeholders.
- Participated actively in ongoing training initiatives, staying abreast of industry advancements and improving overall service proficiency.

## LEADERSHIP & AWARDS

- Professional Engineer (PE) License Awarded in 2019.
- Recognized for Excellence in Safety Procedures by Advanced Power Solutions in 2020.

## EDUCATION

### Bachelor's Degree in Electrical Engineering

2016

University of Illinois at Chicago GPA: 3.8

Chicago, IL

**Coursework:** Power Systems, Circuit Theory, Signal Processing, Electric Machines

## CERTIFICATIONS

- Professional Engineer (PE) License 📅 2019
- ETAP Software Certification 📅 2021

## TECHNICAL SKILLS

- **Analysis Software:** ETAP, SKM
- **Office Software:** Excel, Word, PowerPoint
- **Communication Tools:** Slack, Microsoft Teams
- **Project Management Systems:** Trello, Asana
- **Reporting Methods:** ISO 9001, IEEE Standards
- **Safety Regulations:** NEC, OSHA Standards
- **Engineering Principles:** Electromagnetic Theory, Circuit Design

- **Quality Control Processes:** Statistical Process Control, Six Sigma
- **Data Analysis Techniques:** Regression Analysis, Statistical Modeling
- **Interpersonal Skills:** Conflict Resolution, Negotiation

---

## SKILLS

- Power Systems Analysis
- Load Flow Analysis
- Relay Coordination
- Microsoft Office Suite
- ETAP & SKM Software
- Short Circuit Studies
- Technical Reporting

---

## PROFESSIONAL AFFILIATIONS

- Member of the Institute of Electrical and Electronics Engineers (IEEE).
- Active participant in the National Society of Professional Engineers (NSPE).

---

## LANGUAGES

- English (Native)
- Spanish (Proficient)

---

## ADDITIONAL INFORMATION

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

---

## REFERENCES

AVAILABLE ON REQUEST