

# Lane Cruz

(215) 555-1234 lane.cruz@example.com  
linkedin.com/in/lanecruz Philadelphia, PA 19103



## SUMMARY

Enthusiastic recent graduate in Biomedical Engineering with practical experience gained through internships and academic projects. Proficient in managing documentation, data entry, and customer service in medical settings. Strong ability to coordinate effectively with cross-functional teams and maintain meticulous records of equipment and customer interactions. Focused on developing a professional career in engineering by applying hands-on skills in fast-paced environments while contributing positively to team efforts. Eager to leverage experience in supporting operations that ensure accurate order fulfillment and superior service delivery.

## EDUCATION

**Bachelor of Science in Biomedical Engineering** 2026  
University of Pennsylvania GPA: 3.8 Philadelphia, PA  
*Coursework: Biomedical Devices, Medical Instrumentation, Tissue Engineering, Data Analysis*

## TECHNICAL SKILLS

- Project Management Tools:** Trello, Asana, JIRA
- Data Analysis Software:** MATLAB, SPSS, Excel
- Design Software:** SolidWorks, AutoCAD, MATLAB
- Documentation Standards:** ISO 13485, FDA Regulations, GMP
- Communication Tools:** Slack, Microsoft Teams, Zoom
- Order Management Systems:** SAP, Oracle ERP, Salesforce
- Quoting Software:** QuoteWizard, CPQ Software, ERP Systems
- Technical Writing Tools:** LaTeX, MS Word, Google Docs
- Customer Service Platforms:** Zendesk, Freshdesk, HubSpot
- Research Methodologies:** Surveys, Experiments, Case Studies

## SKILLS

- |                            |                               |                                 |                                    |
|----------------------------|-------------------------------|---------------------------------|------------------------------------|
| • Data Entry               | • Engineering Software        | • Problem Solving               | • Communication Skills             |
| • Documentation Management | • Team Collaboration          | • Order Processing              | • Attention to Detail              |
| • Customer Service         | • Medical Equipment Knowledge | • Record Keeping                | • Time Management                  |
| • Quotation Preparation    | • Basic Data Analysis         | • Cross-Functional Coordination | • Customer Relationship Management |

## EXPERIENCE

**Engineering Intern** June 2025 - August 2026  
BioHealth Labs Pittsburgh, PA

Assisted in daily operations focused on medical equipment documentation and customer services. Contributed to projects that ensured adherence to industry standards while improving operational efficiency.

- Developed comprehensive documentation for medical equipment, ensuring compliance with quality and safety standards.
- Support in preparing quotations for customer inquiries, utilizing software for precise calculations and timely issuance.
- Improved data entry processes for customer orders, leading to enhanced processing speed.
- Collaborated with multiple departments to resolve complex issues impacting order fulfillment or client satisfaction.
- Maintained an organized archive of service histories, resulting in swift access to critical documents.
- Provided status updates and information on products availability to our clients, strengthening relationships.

**Research Assistant** January 2025 - May 2025  
MedEquip Innovations Scranton, PA

Engaged in significant research initiatives aimed at enhancing device design. Collaboration emphasized innovation, safety considerations, and efficient workflows.

- Participated in optimizing medical device designs, focusing on patient safety and usability enhancements.
- Utilized statistical software for thorough analysis of product performance metrics.
- Helped document research outcomes, culminating in presentations at conferences.

- Actively engaged the team in discussions regarding goals, project alignment, and methodologies undertaken.
- Contributed to prototype testing, gathering feedback to refine designs prior to final development stages.
- Crafted comprehensive presentations translating complex findings into manageable insights for stakeholders.

Capstone Project Developer

September 2024 - December 2024

TechSolutions Academy

Remote

Led the effort in developing intuitive management software. The capstone facilitated connections between academic learning and real-world applications emphasizing user-centered design.

- Coordinated all phases of a capstone project aimed at creating user-friendly medical device management software.
- Engaged peers in defining project requirements and revising scope collaboratively.
- Implemented testing protocols, soliciting user feedback for iterative improvements.
- Documented each development stage thoroughly to facilitate future projects and ease workflow transition.
- Presented project findings to faculty, achieving recognition for innovative solutions proposed.
- Employed project tracking tools to foster accountability and timely milestone achievement within a collaborative environment.

LEADERSHIP & AWARDS

- Dean's List - University of Pennsylvania (2024, 2025)
- Exemplified outstanding leadership as active member of the university's Biomedical Engineering Society.

CERTIFICATIONS

- Certified Biomedical Technician (CBT) 📅 2026
- Basic Life Support (BLS) 📅 2025

PROFESSIONAL AFFILIATIONS

- Member of Biomedical Engineering Society, fostering community engagement and collaboration.
- Volunteered at Local Health Fair providing health screenings and educating attendees on emerging technologies.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST