



Alexei Alvarez

Instrumentation & Controls Designer Co-op

☎ (312) 555-1234 ✉ alexei.alvarez@example.com

🌐 linkedin.com/in/alexei-alvarez 📍 Chicago, IL 60616

STRENGTHS

- 💡 **Creative Problem Solver**
Devised innovative solutions during project challenges, becoming a trusted resource among peers for technical assistance.
- 🗣️ **Strong Communicator**
Regularly presented complex ideas simply to diverse audiences, enhancing team collaboration and shared agency.
- 🧠 **Adaptable Learner**
Quickly absorbed new software tools like AutoCAD, contributing significantly despite limited initial experience.
- 👥 **Team-Oriented**
Thrived within team environments, receiving recognition for collaborative efforts toward project milestones.
- ✅ **Detail-Oriented**
Ensured precise documentation practices during project work, leading to improved accuracy in deliverables.

SKILLS

AutoCAD PLC/DCS Fundamentals

Electrical Design Data Entry

Technical Documentation

Team Collaboration

Project Management

System Analysis Troubleshooting

Field Data Collection

Report Preparation

Installation Details

Wiring Diagrams Data Validation

SUMMARY

Aspiring Instrumentation & Controls Designer with hands-on experience through academic projects focused on instrumentation and automation. Currently pursuing an associate's degree in Electrical Engineering Technology, gaining foundational knowledge in PLC/DCS systems and AutoCAD. Proven ability to manage multiple tasks effectively while learning under experienced professionals. Committed to advancing knowledge in process control fundamentals and instrumentation design principles that cater to industry needs.

EDUCATION

Associate of Applied Science in Electrical Engineering Technology

City College of Chicago 🎓 GPA: 3.5 📅 2027 📍 Chicago, IL

Coursework: PLC Fundamentals, Control Systems, Electrical Design, Technical Documentation

TECHNICAL SKILLS

- **Design Software:** AutoCAD, SolidWorks, MATLAB
- **Programming Languages:** Python, C++, Ladder Logic
- **Control Systems:** PLC, DCS, SCADA
- **Documentation Tools:** Microsoft Word, Excel, Visio
- **Testing Equipment:** Multimeter, Oscilloscope, Signal Generator
- **Simulation Tools:** MATLAB Simulink, LabVIEW, PSCAD
- **Database Management:** SQL, MS Access, Oracle
- **Analysis Tools:** Minitab, SPSS, GraphPad
- **Entry Level Software:** Excel, Google Sheets, PowerPoint
- **Cloud Technologies:** AWS, Microsoft Azure, Google Cloud

EXPERIENCE

Instrumentation Design Intern

University Project 📅 January 2026 - Present 📍 Chicago, IL

Contributed to various instrumentation projects by developing AutoCAD drawings and providing support in project documentation and design specifications. Collaborated with faculty advisors and peers on high-stakes projects emphasizing attention to detail.

- Developed AutoCAD drawings for instrumentation projects, including control panels and P&IDs, under the guidance of faculty advisors.
- Conducted data entry for project documentation into the Instrumentation and Control Systems Database, ensuring accuracy and completeness.
- Collaborated with a team to design mechanical installation details for various instrumentation systems.
- Assisted in creating cable schedules and wiring diagrams for control panels, enhancing overall project workflows.
- Participated in peer reviews of design deliverables to ensure adherence to best practices and standards.
- Gathered field data during site visits, contributing to the practical understanding of project requirements.

Electrical Engineering Research Assistant

University Project 📅 August 2025 - December 2025 📍 Chicago, IL

Supported research on PLC design and automation concepts by engaging actively with technical sessions and assisting in project deliverables, honing practical skills and real-world application understanding.

Mechanical Design

Collaboration Tools

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Instrumentation Design
Intern at University Project (7
Months)

● Electrical Engineering
Research Assistant at University
Project (4 Months)

- Supported research on PLC design and process control systems, enhancing understanding of automation in industrial settings.
- Assisted in the preparation of technical documents and installation manuals for instrumentation projects.
- Engaged in practical lab sessions to apply theoretical knowledge of electrical systems and control methodologies.
- Contributed to the design and testing of prototype systems, gaining insights into real-world applications of control technologies.
- Developed presentation materials for project outcomes, showcasing findings to faculty and peers.
- Collaborated with classmates on group projects, fostering teamwork and communication skills.

LEADERSHIP & AWARDS

- Dean's List - City College of Chicago, Fall 2025
- Best Project Award - Electrical Engineering Capstone Showcase, Spring 2026

CERTIFICATIONS

- AutoCAD Certified User 📅 2026
- Fundamentals of PLC Programming 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Engineering Student Association, 2025 - Present
- Participant, Annual Robotics Competition, 2025

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST