

Memo

Linguistics, English



Prospective Supervisor September 4, RE: MY RESUME Education I am a at ISU pursuing a degree course in Electronic Engineering. Since my childhood, I have always wanted to be referred to as an engineer and as such, my academic life especially after the grade school has revolved around engineering in Electronic. After the completion of my degree, I hope to make a mark in Electronic Engineering and join the few individuals who have made enormous influences through innovations and discoveries in this field.

Accomplishment

Apparently, I managed to accomplish a number of things before I began my degree at ISU. One of my greatest accomplishments was in 2010 while I was working with Rent Car Company. It is during this time that the company was confirmed to have increased its earnings in a profit margin of 50% as compared to 25% in the previous years. As a result, the CEO rewarded me for the contribution I had made for the two years through my hard work and diligence while working with the company, affirming that the company had a tremendous increase in profit during my tenure. Needless to say, this is one of the achievements I am still proud of to date.

Job Description

Moreover, before I came to the U. S from Saudi Arabia I used work with one of the biggest Oil Companies (Saudi Aramco) in the country. My job description was a manager, with the responsibility of overseeing 65 employees out of the total 300 working under my supervision. Consequently, I would like to retaliate that the responsibility of supervising 65 employees particularly in the production department of an Oil company is not easy but requires patience, understanding and motivation of the employees in order

to increase productivity and maximize on profit.

Community Service

Finally, I have engaged myself in a number of community services in the last few years since I completed grade school. To begin with, I am a member of ‘Keep it Clean’ initiative which has over a hundred volunteering members who clean recreation parks and public amenities around busy cities in San Diego three or four times a week depending on the weather.

Secondly, I belong to a very young youth initiative known as ‘Clear the road and save time’ that began three months ago with the aim of assisting the few traffic personnel present on the roads in easing traffic jams on major roads in Washington D. C. Since it is volunteer work, I ensure that I dedicate two hours of my day to the initiative. Similarly, I have strictly dedicated my free time to assisting lost people and locating their intended destinations.

This idea came up after I realized that San Diego was one of the busiest and congested cities in the U. S and as such most people travelled there to seek public services and in the process lost their directions. I would like to say that the community service is a continuous service of giving back to the society and must be done voluntarily at all times.

Yours Sincerely,