



Career Roadmap

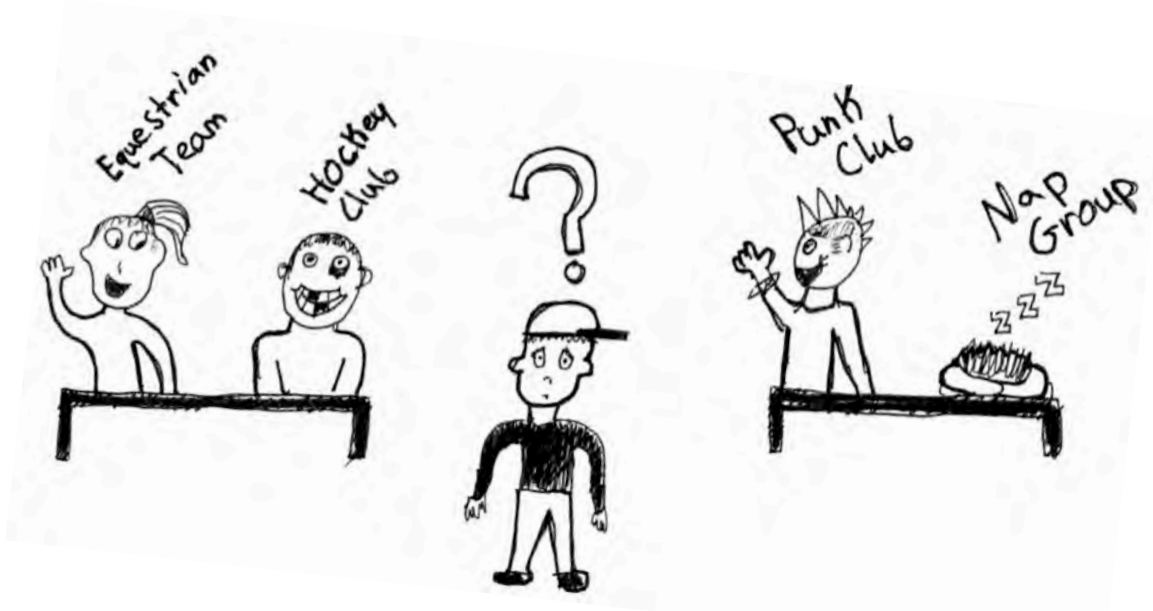
Start thinking early



Choosing a school



Get involved



Connect with something you love!

Build your network



**HI! I'M
AWKWARD.**

Build your brand



**Your
Brand
Here.**

Your brand on paper

OBJECTIVE To obtain an internship in Facilities Engineering for the summer of 2014

EDUCATION Bachelor of Science in Mechanical Engineering
Oklahoma State University, Stillwater, OK Expected: December 2014
GPA: 3.15

INTERNSHIP EXPERIENCE

Burns and McDonnell—Kansas City, MO May 2014-Present
Process and Industrial Division – Rotating Equipment

- Assisted in pump selection for refining projects
- Communicated with clients and vendors

Flint Hills Resources—Corpus Christi, TX May 2013-August 2013
Plant Engineer Intern at FHR Refinery (11 weeks)

- Managed three diverse work order projects
- Cooperated with outside engineering firms on two refinery projects
- Obtained knowledge of oil and gas refining industry
- Collaborated often with various disciplines to complete tasks

Guernsey Engineering, Architecture and Consulting Firm—OKC, OK May 2012-August 2012
Intern Engineer for the Mechanical Engineering Department (12 weeks)

- Calculated outside air requirements per ASHRAE 62.1 and 62.2 Standards and pipe sizes
- Utilized the HAP program for building loads
- Drafted mechanical services in Revit and AutoCad Softwares

Cundall Engineering Consulting Firm—London, United Kingdom May 2011-July 2011
Intern Engineer for the Critical Systems and Building Services Teams (7 weeks)

- Sized mechanical services such as duct and pipe work, and supply and extract grilles, for Cundall's current projects in London
- Performed BREAAAM surveys, coordination, and visited about 5 diverse project sites

RESEARCH EXPERIENCE

Manufacturing Research September 2012-January 2013
Undergraduate Research Team Lead

- Performed research under Industrial Engineering Professors with a current focus in Chemical Mechanical Polishing and ultra-precision machining

ADDITIONAL EXPERIENCE

Oklahoma State Residential Life—Stillwater, OK August 2011-January 2012
Residential Advisor for 25 students

- Managed a University residence hall floor of diverse undergraduate students
- Communicated often and effectively with residents to ensure their success in school
- Utilized time management skills to learn work-school-life balance

ACTIVITIES

Engineers Without Borders August 2010 - Present
President-Elected
August 2013-May 2014
Vice President-Elected
August 2012-May 2013
Fundraising Chair-Elected
August 2011-May 2012
Honduras Water Filtration Project Team Member
March 2011 & 2012
College of Engineering Architecture and Technology Student Council September 2012-Present
K-12 Outreach Team

- Welcome Home a Hero- Supported troops returning home from war April 2008-2012
- Habitat for Humanity- Participated in Build Days for homes in Stillwater August 2010-2012

QUALIFICATIONS

Computer Skills: SolidWorks, Mechanical Drafting- Revit MEP, AutoCad, Microsoft Office
Languages: Conversational Spanish

Steve the man
steve@awesome.com

OBJECTIVE
Secure an internship where my communication skills, relevant work experience and education can be utilized

EDUCATION
Bachelor of Science
Oklahoma State University Expected May 2015

Major – Construction Management
Current Grade Point Average – 2.868

RELATED COURSEWORK

- Introduction to Construction
- Construction Drawings – Currently Taking this Course
- Statistics
- Online Computer Programming – Currently Taking this Course
- MSIS

SKILLS & ABILITIES

- Computer Skills – Microsoft Excel and Microsoft Word
- Communication – Excellent written and verbal skills

EXPERIENCE

Oil Capital Electric
General Laborer May 2012 – August 2012

- Built equipment to support major data system
- Built electrical bunkers for project jobsites
- Assisted in Preparing and Submitting Bid Documents for NSU College Bid

Advantage Glass
General Laborer May 2011 – August 2011

- Installed window systems in commercial buildings
- Assisted shop manager with assembly, marking and delivery of product to project sites
- Performed field measurements to verify dimensions

AFFILIATIONS

- Member of Construction Management Society

Your brand online



Mackayla Headlee

1st

Electrical Engineering Intern at Burns & McDonnell
Fargo, North Dakota | Utilities

- Current Burns & McDonnell, North Dakota State University
- Previous Burns & McDonnell, Grand View Lodge, ISD 181 Community Education
- Education North Dakota State University

Send a message



303

connections

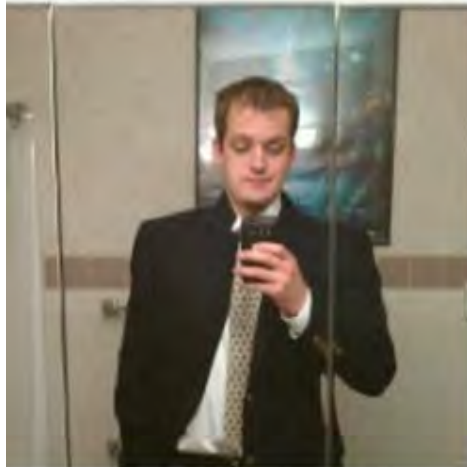


<https://www.linkedin.com/in/mackaylaheadlee>



Contact Info

Your brand online



[Name] [Location]
[Title]
[Company]

Current [Company]
Previous [Company], [Company], [Company]
Education [University]

Connect

Send InMail

[Connections] connections



[www.linkedin.com/in/\[name\]](http://www.linkedin.com/in/[name])

Strong Brand = Great Opportunities



Landing an internship

Best of luck on your
internship here and
on getting me a
coffee right now.



somee cards

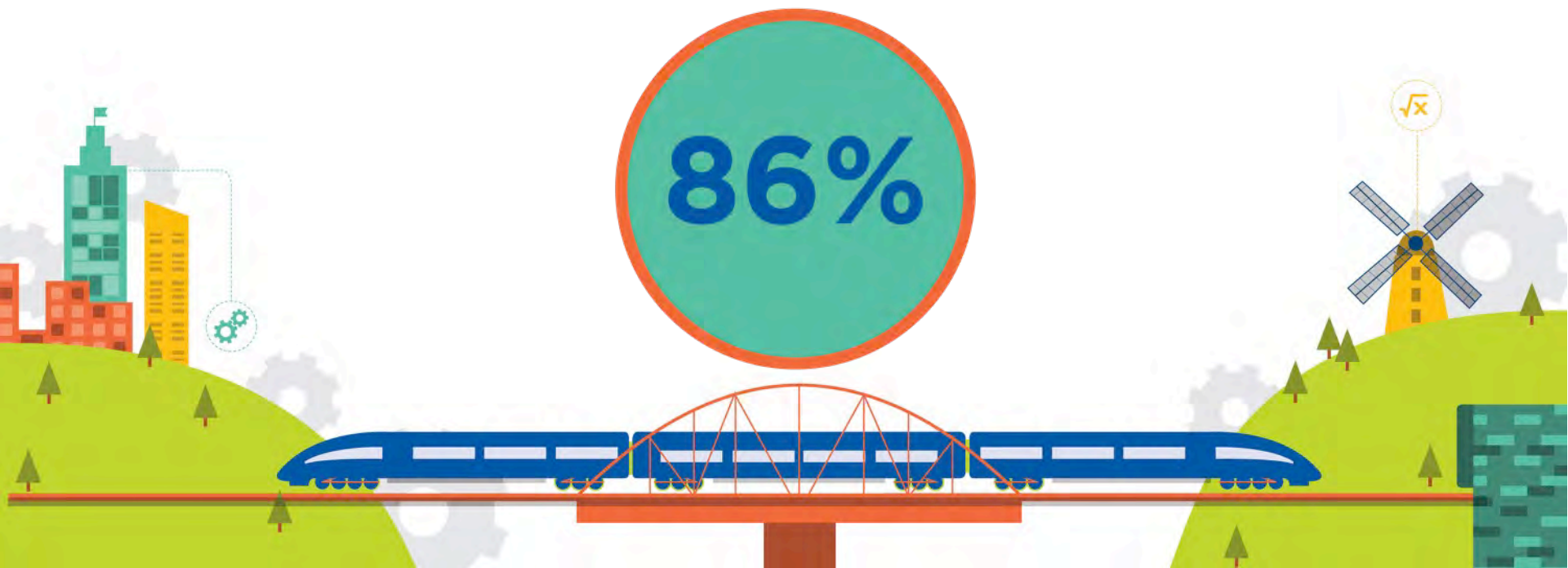
The power of an internship

What is Burns & Mac's conversion rate for interns to join full time?



Answer

Burns & Mac converts 86% of our interns to full-time employee-owners.



Find your career



How we find our talent



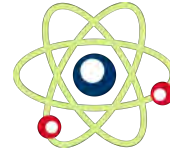
Job interviews – trying to stand out when you've spent your entire life trying to fit in.

Who do we recruit?

Electrical Engineering



Chemical Engineering

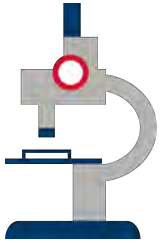


Interior Design

Civil Engineering



Construction Management

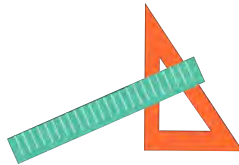


Environmental Engineering

Environmental Scientists

Mechanical Engineering

Geologist



Architectural Engineering

Drafting & Design



Architect

Industrial Engineering



Computer Engineering

Structural Engineering

All it takes is a STEM degree



Who do we hire?



Meet our panelists



Daniel Sierra

Assistant Electrical Engineer

Regan Teel

Staff Structural Engineer

James Majors

Staff Electrical Designer

The logo features a blue banner with the word "EDUCATORS" in white, bold, sans-serif font. Below it is a green banner with the word "SUMMIT" in white, bold, sans-serif font. To the left, a green rocket with a red flame is shown ascending from a red dashed line that starts from a red atom symbol. To the right, a green dashed line starts from a green gear symbol and ends at a green airplane flying towards the right. The background includes stylized white clouds.

EDUCATORS

SUMMIT

GROWING FUTURES TOGETHER

The logo consists of the text "BURNS" followed by a stylized blue and white bridge icon, and then "MCDONNELL" with a small trademark symbol. The background features a colorful city skyline with buildings in shades of yellow, orange, and teal, and several grey gears of various sizes.

BURNS  **MCDONNELL**SM