

Mina Lawton

address: 241 Glossop Road, Sheffield, S10 2JA

mobile: 0123456789 email: averygoodgrad@hotmail.com linkedin: www.linkedin.com/in/madeup

Education and qualifications

MEng (Hons) Mechanical Engineering (Predicted min 2:1) – University of Sheffield 2014-2018

Relevant Modules: Production Engineering, CAD & Manufacturing, Additive Manufacturing, Design of Structures, Machines and Systems, Design for a Sustainable Environment, Aerodynamic Design, Aircraft Aeroelasticity & Loads, Advanced Fluid Mechanics, Renewable Energy, Electric Circuits, Instrumentation & Measurement Systems, Aerospace Applications, Finite Element Modelling, Finance & Law, Project Management and Human Resources

High Lane School and Sixth Form

A Levels: Chemistry (A), Mathematics (A), Physics (B), Design AS Level (B) 2013

GCSEs: 10 (A*-A) with English Language (A*) and Maths (A) 2011

Engineering Experience

Local Engineering Company, Sheffield (Internship) - Project Engineer Summer 2017

- Developed testing methods and utilised these methods for various sensor design prototypes
- Report writing (project proposals, installation reports and test result documentation)
- Analysed data and wrote reports based upon results of programming and experimentation
- Used SolidWorks for design of parts and prototypes and used LabVIEW for software/firmware checks
- Manufactured prototypes for visualisation as well as test purposes using 3D printer technology
- Managed suppliers to ensure ordered parts were delivered on schedule, to cost and to specification
- Managed the communication of data to 3rd party contractors to ensure completion of their contract
- Designed and developed a product for a client with a team of engineers from different disciplines

Technical Skills and Projects

IT

- Proficient in the use of Microsoft Office, including Word, Excel and PowerPoint
- Experience of AutoCAD; proficient with SolidWorks; used CFD software ANSYS and FEA software
- Competent in MATLAB and am also familiar with LabVIEW for software installation purposes

MEng Final Year Project:

- Investigating into 'Composites within wind turbine blades'
- Understanding fracture processes and stress analysis techniques
- Operating of servo-hydraulic and electric testing machines to gather and interpret data for various composites

3rd Year Design Project:

- Worked in a team to redesign a model aircraft to complete a specific task
- Developed an Excel spreadsheet to resize an existing model aircraft so that it could complete the task of delivering a taco to a ground target
- Modelled the aerodynamics of the model ensuring the redesigned wing would be adequate for the task
- Learnt a lot about effective time management and team work, playing to the strengths of each group member, and the importance of careful planning, making a GANTT chart and project management

Engineering You're Hired (EYH):

- Found a cost effective, safe and commercially appealing solution to the design of smart ski goggles
- This experience utilised my creativity and enhanced my teamwork, communication, and problem solving skills as we were required to deliver solution-oriented results within a tight deadline

Global Engineering Challenge (GEC):

- Worked as part of a team to develop a water sanitation system for a village in East Timor
- Led our team and made sure everything was completed on time and that we delivered a strong final pitch
- Achieved this by delegating tasks amongst the team so we were all working in an area of strength. This gave me valuable experience of working in a multidisciplinary team

Skills and Achievements

Staff-Student 2nd Year Committee Representative

2015-16

- Attended regular Staff-Student Committee meetings
- Collected feedback on the views of my peers, presented these to staff and negotiated solutions and areas for improvement before feeding back the results to my peers
- Having the responsibility of this role in addition to my studies improved my organisational skills and ability to prioritise heavy workloads

Duke of Edinburgh Gold Award

2013

- Tutored a younger school student as part of the voluntary section, learned to build and fly scale R/C aeroplanes as a skill and attended the gym for the physical section. This required perseverance and creativity
- Took part in a 3 day expedition to Snowdonia with 5 other students. Organisation and teamwork skills were utilised well during the expedition to plan the route, keep team morale positive and for us to reach our destination within the projected timescale

Senior Basketball Team Captain

2016-2017

- Organised and led the squad during weekly training sessions and games
- Analysed player performance in order to make team selections and work out a game plan appropriate to the opposition

Tandem – Overseas Intern

3 weeks, Summer 2015

- Worked for a local organisation which helps marginalized and poverty-stricken women in rural communities
- Taught English and Maths at a local school
- Assisted in preparing and managing the charity's accounts requiring attention to detail and a methodical approach
- Set up a fundraising newsletter and marketing contacts database

Other Work Experience

Primark Sheffield – Shop Assistant

2016 - 2018

- Effectively contributing to a team effort, in a very high pressure and fast-paced environment
- Greeting and directly serving customers during busy periods with their desired product
- Flexibly managing different tasks and following set procedures carefully
- Consistently meeting staff set targets
- Handling cash with high levels of attention to detail

Careers Service - Clerical Assistant

2010

- Confidently giving appropriate advice and information when called upon
- Handling student enquiries face to face and over the phone, advising on information and support available
- Liaising with office staff to ensure a smooth service, amending details when necessary as well as filing, copying and updating data related to clients using Microsoft Office
- Dealing directly with customer enquiries, and providing a wide range of administrative support

Extra-curricular activities

- At university, I am a member of the Mechanical Engineering Society, contributing to the improvement of student-led activities within the department
- I enjoy playing sport, and am a member of both the Tennis Club and Sheffield Extreme Ironing Society for whom I competed in Varsity Challenge
- I also enjoy reading, and am currently teaching myself Japanese with the hope of being proficient within the next year

References

Available upon request