

# Eric Willie

## Resumé

### Educational awards

- 2016 **Presidential Scholar Award**, *Clackamas High School, 9-12.*  
3.7 GPA
- 2012-2016 **Honors Diploma**, *Clackamas High School, 9-12.*  
For Graduation with over 3.5 GPA while being engaged in the community and taking 4 AP Classes
- 2015-2016 **Oregon Seal of Bi-literacy**, *State of Oregon, .*  
Demonstrated biliteracy on state exams and national testing (AP Spanish, AP Literature, AP Language)

### Related Skills

- Programming and Technology** *Build Websites, write professional documents (Word, Excel, Imagine, repair/build computers, code in Python, Latex, Java, and limited C)*
- Technological Hobbies** *I constantly stay updated and interested in current tech news and updates to most major hardware and software platforms*
- Desk Assistant** *Logged files, records, and work orders for RD during time as Residential Assistant*
- Legal Assistant** *Worked on professional legal documents during 2 years as a legal assistant and intern*

### Additional Experience

I most recently worked as a legal assistant at a law firm. I handled phoning clients, as well as drafting letters, forms, and other office related tasks.

#### Current Education

4th year major in Electrical and Computer Engineering

### Languages

- |                |                           |                                      |
|----------------|---------------------------|--------------------------------------|
| <b>English</b> | Fluent                    | <i>Native Language</i>               |
| <b>Spanish</b> | Proficient but not fluent | <i>Taken Spanish Since 4th Grade</i> |

### Previous Jobs

<b>Legal Assistant</b>	Handled phone with clients, edited and drafted legal documents, received and sent mail, picked up documents from court house.	Spring 2018- Spring 2020
<b>Arnprior Aerospace</b>	Packaged and completed orders for 737, 777 LR Wing Kits. Delivered to Boeing in Company Truck. Sorted and distributed Airplane parts and worked with management for on time shipments.	Summer 2016
<b>West Coast Piano Moving and Storage</b>	Moved Pianos and Household Items in Washington and Oregon.	2015 Summer
<b>Papa Murphy's</b>	Making Pizzas, working register, cleaning, doing dishes and prep	worked as needed 2012-2016.
<b>Latitudes Screen Printing</b>	Responsibilities included manufacturing Nike clothing, while also using Spanish-speaking skills to communicate to coworkers, breaking language barriers and increasing efficiency. Quality inspecting products.	Summer 2017

## Interests

- Electronics** Avid PC enthusiast and interest in digital and electronic devices
- Tutoring** I help fellow students and friends with difficult classes, as well as help with public speaking.

Thank You,

**Eric Willie**