

Mindy J. Dyar

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Objective	To obtain an entry level electrical engineering position. I am interested in power systems, renewable energy, communications, hardware design, engineering analysis, quality control, and engineering support and/or sales.	
Education	Bachelor of Science , Electrical Engineering Northern Arizona University, Flagstaff, AZ <ul style="list-style-type: none">• Major: Electrical Engineering with Computer Hardware Emphasis• Minor: Mathematics Related course work: <p>I am familiar with and know how to use the engineering design process and software life cycle. I can analyze circuits using CAD, program microprocessors in C, and do FPGA design using VHDL. I have intermediate knowledge of Java, C, and Matlab. I am 2 electives shy of a minor in computer science. I know how to use Minitab and all MS Office applications. I possess a strong math and statistics background with some economics.</p> <p>I have had a Power Systems class in which we covered transmission line models, power flow, transformers, generators, and stability of power systems. I've taken Electromagnetics 1 and 2. My Capstone project is in renewable energy and sustainability. I have knowledge of energy economics and policy and cost analysis.</p>	<i>Expected :May 2008</i> <i>GPA: 3.01</i>
Skills/Abilities	Management <ul style="list-style-type: none">• Oversee the operations of a retail sporting goods store.• Train and manage employees. Write schedules, teach employees about the technical products and how to sell them. Teach employees how to help customers efficiently.• Provide customer service. I work the floor, spending much time directly with customers. I provide excellent customer service, I am easy to get along with, and am a kind and caring individual.• Mentor. I am a mentor tutor at Coconino Community College. I help new tutors find their way and help them to learn the policies and procedures of the learning center. Communication <ul style="list-style-type: none">• Strong verbal skills. I've been in retail for 11 years, I can talk to people one on one as well as give presentations with ease.• Strong written skills. I have good grammar and spelling and understand how to write technical reports. Leadership <ul style="list-style-type: none">• Tutor. I tutor college level students in math, statistics, physics, and chemistry. I lead study sessions at Yavapai College, so I have experience in running and organizing a group.• Group Leader. In many of my design teams, I was the team leader. I am very organized, focused, and understanding. I can lead a team through the design process. I prefer to work on a team because it is more challenging, difficult, and rewarding.	
Experience	Manager , Sedona Sports, Sedona, AZ (<i>August 1996- current</i>) Math and Science Tutor , Coconino Community College, Flagstaff, AZ (<i>August 2002 - current</i>) <i>I have many references, please request.</i>	

About Me

I am a hardworking woman who is looking forward to life in the technical world. I was raised in Sedona, AZ and I come from a lower-middle class family in which I am the first to ever attend college. I've been working on an electrical engineering degree at NAU and I will be graduating this coming May. My emphasis of my degree is computer engineering, but what drives me is the thought of someday managing mega projects.

I have studied a wide range of subjects in my college career. I first started at Yavapai College with only the notion that I wanted to be an engineer, even though I didn't really even know what it was that an engineer did. So I studied psychology, sociology, history, math, Spanish and English there and worked towards a transfer degree. Next, I attended Coconino Community College (CCC) and took some introductory computer classes, college physics and ethics. By the time I entered NAU, I had nearly 70 credits and I was ready to start taking technical classes.

Even though transferring didn't save much time, I do not regret any time I spent at the community colleges. I learned so much that engineers aren't really exposed to in the degree program. I learned to speak Spanish, I've learned so much about the world in Sociology and I was lucky enough to have an excellent math teacher through calculus. When I first started at NAU, I entered into the EE program. I've learned so much in my time here. The first time I was ever exposed to programming was here at NAU. Since then, I've learned JavaScript, Java, C, VHDL, and Matlab and I feel comfortable with all of them. I have also earned a minor in math in addition to my major.

In parallel to my education, I've dedicated much time to working since my fiancée and I support ourselves. I've worked in retail for 11 years. I remember my boss always telling me not to major in business because she could teach me everything I needed to know. I let her and by the time I was 18, I was running the store for her. I did everything except pay the bills. I have no doubt that I could always fall back on retail if I ever need to, but retail is not what I want to do. Working in customer service is maybe something that I was meant to do, but what I want to do is technical work. I am very well rounded and can bring many skills to my employer.

Once I moved to Flagstaff 4 years ago, I took less hours at the sports store and started tutoring at CCC. I still do this part time. I was originally hired on as an English tutor; however, one year later, I was switched over to math and physics, which is what I tutor now. I also help the students on the computers with things such as logging onto their internet accounts and questions with MS Word, PowerPoint, and Excel. I like tutoring because I feel I can explain things in a simple way and the students seem to agree. Also, I like it because it allows me to retain the things I've learned. Over the past few years, the students I've helped have really made me think that maybe teaching is what I was meant to do, but it's still not something that really appeals to me. I want to work with or on computers.

The main thing in common among my education and my work experience is working with people. Working on a team in my career is important to me. That's why engineering appeals to me. I love to learn and I know my engineering career will be a lifelong learning event. I am happy, pleasant to be around, and I can pull my own weight and some others too. I am thorough in my projects in school or work and take pride in my work. My bosses will have a hard time letting me go, but it's time I start doing what I want and become as proficient in the technical industry as I am in retail sales and tutoring. Only then will I truly be happy and prosper.