

Cover Letter

Hi there! Welcome to my cover letter :) I'm looking to start my new position whenever you are. "You're probably worth a Billion Salary, but you'll advertise for what you need, with benefits to get the company culture that you want." ~Kelly

ENGR FORMAT:
Nicole Huddleston

Objective: Obtain a permanent position as a Compiler Engineer in a company that I can excel and continue to grow in.

Assumptions:

- Health insurance
- Retirement plan or options
- Opportunity for growth
- Will work 40-45 hrs/week ~Remote
- Max 25% in person or in office [willing to travel for periods of time]
- PTO
- Hopefuls: sign on bonus, at home Wifi

Extra Positives:

- Have Begun Furthering Education including but not limited to:
 - Obtaining a Master's or equivalent, pursuing a PE license or other cert., FE exam
 - Am already CPR certified
 - Interested in Psychoanalytic Psychology and can be helpful in teaching kind communication tactics/getting your message across to the engineering type
- Can lead a small team of people
 - Including learning/teaching training processes and list, filter, hire
 - Finds values in People to aid in growth and well-being
 - "Treat people well and they'll do the same to you" addition, or they won't, then we gain opportunities to learn. ~Randy (mentor)
 - Knows many positive mental health resources [Mindfulness technique, Life balancing, Compassionate]
- Firm understanding of rigid, porous, and healthy boundaries, and am willing to communicate as much or as little as you require.
 - I am working on my own time. Feel free to respond when it's convenient for you :)

Solution:

Find a company to HELP that is open to new ideas, as well as a good long term fit for me. I generate a lot of process improvement goals and don't like to be limited. Process and proper documentation are very important, but most can still be improved. I've been through crash courses in Lean and Six Sigma. I am a well-rounded, very motivated and positive individual with the intent of improving whatever situation I'm thrown into next, and would love to help in any way I can with my strong Engineering/research background and my social skills.

Human Stats:

myStrengths: Communication | Individualization | Woo | Restorative| Includer | Can Use Brain

Interests: Mindset, tinkering, generational miscommunication, mental load, clever design, learning, optimization, process improvement, positive influence, reading, PUZZLES

Values: Quality, Customer First, Ethical Engr., Life Balance

Lafayette
Indiana, 47904

Nicole Huddleston nicolehuddleston1@gmail.com
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Education

Purdue University

West Lafayette, IN

Mechanical Engineering Technology

May 2022

- Certification: Entrepreneurship and Innovation

Work Experience

Caterpillar, LPSP (Contracted through Belcan)

In-person (Lafayette, IN)

G3600/D-C280/Small Gas Platform Engineer (Mechanical Engr. 2)

- **Managed Bill of Materials for several pricelists [Engine designs/configurations]**
- **Documented processes, the why's, and helped new hires quickly get up to speed**
- **Learned an immense amount on engines, decision making, time management, Excel, and So Many CAT websites.**
- **Put out all fires thrown my way**

Bryler (Contracted through Insight Global)

Remote (Charlotte, NC)

CAD Designer

May 2022 – October 2022

- Created multiple fiber optic cable design layouts using a hybridized platform of prints in AutoCAD and Aramis
- Submitted proper permits to ensure compliance with the laws of the area including city, county, DOT, and railroad

Southwestern Advantage

Nashville, TN

Student Manager/Salesperson

September 2020 – August 2021

- Helped recruit, train, and manage first year salesperson for summer direct sales program
- Developed managerial and public speaking skills through instruction of first year salespeople
- Assisted with weekly sales meetings and individual conferences while on the selling field
- Attended over 100 hours of advanced sales and leadership training
- Personal Retail Sales of \$28,125 (109% increase over previous summer) while relocating to Oklahoma

First Year Salesperson

May 2020 – September 2020

- Established success principles through direct sales (i.e. positive attitude, schedule, and goal setting)
- Worked with over 3,000 families from various socio-economic levels
- Executed all ordering, inventory, accounting, sales, scheduling, presentation and delivery of a product

Honda Manufacturing of Indiana

Greensburg, IN

Student Engineering Team (Senior Design Project)

January 2021 – December 2021

- Collaborated with engineering team at Honda to redesign their robotic manufacturing operator training cell
- Assisted with bid submittals and communicated with manufacturers to procure parts and assess production capabilities

Skills & Projects

- **Languages:** Spanish (Conversational), PROGRAMMING
- **Software:** AutoCAD (1200+Hrs), Inventor, Python, Catia, Revit, LogiqBit, Matlab, Word, Excel (3000+)
- **Technical skills:** Soldering, Electrical Wiring, Lathe, CNC Machining
- **Repair projects:** Laptop power supply, car upgrades, extensive part replacement on cell phones
- **Built from scratch:** Fully functional set of loud speakers [adding bluetooth], miniature hydraulic claw, Go-Kart, ect.

Activities & Awards

Southwestern Advantage

- **Gold Seal Gold Award** (working 80+ hours/week all summer)
- **"I Wanna Win" Award** (best week in personal sales during final two weeks of summer)
- **Sizzler Trip** (incentive trip earned for above average performance)

Purdue University

- **Research for Anxiety through Rising Scholars** (Researcher) June 2019 – August 2022
 - o Communicated with companies and individuals with anxiety to develop a mobile product that can reduce the effects of anxiety in people
 - o Learned how to order supplies through a business office using proper Bill of Materials document sheets
- **Louis Stokes Alliance for Minority Participation** (Researcher) – June 2018-August 2018
 - o Analyzed and programmed data to make a working model using MATLAB to improve power plant safety
- **Gold and Black Sound All-American Marching Band** (Alto Saxophone) – August 2017-March 2018
- **21st Century Scholarship; Purdue Promise Fund & Opportunity Award**
- **National Science Foundation Rising Scholars Scholarship** (NSF S-STEM Program)