Ethan Bosley

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Project Portfolio

SUMMARY

Aerospace Engineering student at the College of DuPage with experience supporting students, customers, and office operations through effective communication, organization, and problem-solving. Demonstrated ability to manage multiple responsibilities, maintain confidentiality, and contribute to team success in fast-paced environments. Proficient in Fusion 360 and familiar with both Creo and AutoCAD, with a strong interest in engineering design, continuous learning, and technical development. Brings a professional work ethic, adaptability, and a commitment to delivering high-quality results.

SKILLS

- Fusion 360 (Proficient)
- Creo (Working Knowledge)
- AutoCAD (Working Knowledge)
- Python (Working Knowledge)
- Technical Analysis
- Technical Documentation
- PC Hardware Maintenance
- Vehicle Maintenance and Repair
- Root Cause Analysis
- Problem-Solving
- Attention to Detail
- Time Management
- Administrative Support
- Team Collaboration
- Effective Communication
- Critical Thinking
- Adaptability and Continuous Learning

EXPERIENCE

Office Assistant: AMC Legal; Burr Ridge, Illinois

- Managed filing systems, entered and maintained records, organized documents, and completed copying and scanning tasks to support efficient office operations.
- Coordinated incoming and outgoing mail, prepared shipments, delivered messages, and handled office errands to ensure smooth daily workflow.
- Maintained a clean, organized, and fully stocked office environment, enabling staff and clients to work effectively.
- Safeguarded confidential information and sensitive documents while adhering to professional standards and office procedures.

Chess Coach: Illinois Chess Teachers; Naperville, Illinois

- Evaluated student progress, provided individualized feedback, and adapted instruction to strengthen chess skills and strategic thinking.
- Communicated regularly with parents to discuss student development, engagement, and areas for continued growth.
- Enforced tournament and club rules, coordinated participant activities, and fostered a respectful, organized, and positive learning environment.

EDUCATION

College of DuPage: Aerospace Engineering, 2024-Current

Lyons Township High School: 2020-2024

LEADERSHIP AND ACTIVITIES

Scouting America: Life scout, Adult leader

Shotokan Karate: 1st dan Black belt