

**John Doe**  
**123 Main Street**  
**Anywhere, NC 28888**  
**JohnDoe@ earthlink.net**  
**(123) 456-7890**

## **EDUCATION**

**Pitt Community College, Greenville, NC**  
**AAS in Manufacturing Engineering Technology, December 2005**

**State Institute of Technology, Somewhere, UT**  
**Bachelor of Industrial Engineering, December 1992.**

**Continued Education includes:**

**Large University Fast Track Executive Development Program, DNV ISO 9000 Auditor Course, OSHA Safety Training, CPR/First Aid, Listening and Communication Skills, The Manager as a Coach, and Seven Habits of Highly Effective People**

**Computer Skills include:**

**ERP software, AutoCAD, Project Management Software, Database Development, Word Processing, Spreadsheets, and Computer Programming.**

## **EXPERIENCE**

**Company #1, City, State**  
**11/98-1/04**

***Senior Production Supervisor***

- **Responsible for daily production activities of material receiving, machining operations, welding operations, and facility tool room**
- **Operation and supplies procurement with 40 employees and a budget of \$3 million**
- **Increased direct labor performance in this area from 81% to 97% YTD**
- **Responsible for safety over a 125,000 square foot manufacturing area**
- **Lead project team for the ABB Cost Reduction Initiative**

**Company #2, City, State**  
**5/96-10/98**

***Senior Production Supervisor***

- **Responsible for daily production activities of forming operations, heat treat operations, machining operations, material receiving, and facility tool room operation and supplies procurement**
- **Increased direct labor performance in this area from 62% to 88%**
- **Decreased rework in this area from 13% to 5%**

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**Company #3, City, State**  
**10/92-5/96**

*Manufacturing Engineer I*

- **Provided manufacturing support for complete facility including: fixture design, capital equipment procurement, method and process engineering, estimating, and outsourcing decisions**
- **Assisted in start-up of new product line from idle facility including: fixture design and fabrication, equipment procurement, facility layout and product flow, labor supervision and daily production responsibilities.**

### **MAJOR ACHIEVEMENTS**

**Instrumental in achieving ISO 9002 certification for organization**  
**One of two Certified ISO Lead Auditors at this facility**  
**Implemented Self-Directed Work Teams in Plate Preliminary Operations**