

FUNCTIONAL RESUME

John Doe

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SUMMARY

- 3+ Years of work experience as Operations Manager in ABC Tech.
- 2 Years of work experience as Quality Control Manager in XYZ.
- 3 years of work experience as Associate Maintenance and Quality Engineer in QWERTY.
- Lean Six Sigma Black Belt certificate holder.
- ASNT NDT Level 3 certificate holder.
- Strong leadership skills with an eye for detail.

EDUCATION HISTORY

SOME University

MS in Industrial Engineering (2006-2008)

GPA- 3.2

ANOTHER University

BE in Manufacturing Technology (2002-2006)

GPA- 3.0

SKILLS

Leadership and organizing skills

- As Operations Manager in ABC COMPANY NAME, supervised a team of engineers to carry out the production process in minimum time and wasting least amount of resources.
- As Quality Control Manager in XYZ COMPANY NAME, effectively supervised the manufacturing process to deliver impeccable quality in each step.
- As Associate M and Q Engineer in QWERTY COMPANY NAME, worked in close contact with technicians to solve downtime issues and work with the chain of command.

Creative problem solving and detail oriented.

- As Operations Manager in ABC COMPANY NAME, devised strategy to reduce the downtime by a significant margin thereby increasing the output of the production line.
- As Quality Control Manager in XYZ COMPANY NAME, effectively supervised the quality control thus ensuring one of the lowest failure rate of the product.
- As Associate M and Q Engineer in QWERTY COMPANY NAME, worked diligently to increase Mean Time Between Failure and reduce Mean Time to Repair.

Knowledge of Microsoft Office tools

- Excel
- Word
- PowerPoint

- Outlook

Know how of handling Production Planning applications

- Preactor Express
- FREPPLE

AWARDS AND CERTIFICATIONS

- Operations Achiever award 2014 by ABC Tech.
- Performer of the Year 2012 award by XYZ
- Promising Achievers Award 2012 by QWERTY.
- Black Belt Certificate in Lean Six Sigma
- ASNT NDT Level 3 Certification.
- Certified in CNC programming by ORGANIZATION NAME.

EMPLOYMENT HISTORY

- **ABC COMPANY NAME (Jan 2013 - Present)**
Operations Manager
- **XYZ COMPANY NAME (Jan 2011 – Jan 2013)**
Quality Control Manager
- **QWERTY COMPANY NAME (Jan 2008 – Jan 2011)**
Associate Maintenance and Quality Engineer

RELEVANT EXPERIENCE

- Presented final year dissertation on Effective Scheduling Techniques for Downsizing Downtime in 2006.
- Underwent summer training in production planning at MANUFACTURING FIRM NAME in 2004.

REFERENCES

- Teacher Name
Professor Emeritus, Department of Mechanical Engineering in SOME University
Contact Number
Email Address
- Boss Name
VP of Operations in ABC Tech.
Contact Number
Email Address