

RESUME SAMPLE A

Objective: To secure a position within a challenging manufacturing environment utilizing my 10+ years of quality control and production experience.

Experience:

2002 - 2010

ABC Manufacturing Company

Any town, USA

Quality Control Inspector

- Inspected Incoming and Final product using AQL and General Level Sampling Plans.
- Performed electronic verification of components utilizing BP Microsystems, Xilinx HW 130 programmer, Altera Activator MPU base, Promate II Microchip and Quick Logic Desk Lab.
- Post-electronic visual verification and quality assurance of all electronic components.
- Trained new employees to procedures and standards to improve their contribution in consistently meeting customer satisfaction.
- Supported Team Leader.

Test Technician

- Trained and qualified to electronically test components with HP83000, Sentry 7 and Sentry 20 Systems.
- Reprogrammed rejected devices.
- Reboot of the Sentry 7 and Sentry 20 when down.

Product Identification

- Trained and qualified to operate the Markem UV 1455 Marking machine, Exatron 1800 Labeler and manual labeling.
- Oversee training of personnel on manual labeling and operation of the Markem UV 1455 marking machine for DIP and PLCC components.

2000-2002

123 Technical Company

New City, USA

Solder Technician

- Inspected, reworked and touched-up multi-layer boards before final visual inspection.
- Certified to MIL-S-45743E, WS6536D for various operations on military flex circuitry.
- Assisted in record keeping utilizing computer input for WIP tracking.
- Document Control filing and making copies of production control documents.

Education:

- **High School , Graduate**
National Management Association
Total Time Management
- **Basic Community College, Evening Undergraduate School,**
Introduction to Computers Mathematics of Business

Activities:

- Recording secretary for a charitable fund raising organization.
- Volunteer at the local Soup Kitchen.
- Involved in the Activity Committee organizing monthly outings.

References:

Available upon request.

RESUME SAMPLE B

Summary: Administrative professional, with over 10 years experience performing effectively in team situations and independently, contributing to the overall success of an organization. Strengths include conscientious can-do attitude, results and detail-oriented, organizational abilities, interpersonal and computer skills.

Computer Skills:

Extensive knowledge of computers, peripheral equipment, the Internet/Intranet
MS Office (Word, Excel, PowerPoint, Outlook, Access, and Publisher), MS SharePoint Server
Adobe Acrobat, SAP, Siebel, and Edge

Relevant Experience:

XYZ CORPORATION, Anywhere USA 2009 to 2010

Administrative Coordinator II, Customer Operations Group

- Direct Marketing Group (DMG) and Product and Technical Support (PTS)
- Collected and processed over \$100K in current and past due customer payments, increasing revenue for sales and technical support areas
- Updated job procedures for reference and cross-training purposes to increase productivity, decrease training time, resulting in more efficient employees
- Posted and deposited over \$100K in checks and provided error-free audit of payment information for Finance Team to accurately reconcile business group cost account area

Accounting Clerk II, Americas Services Group

- Americas Field Services (AFS) and Product and Technical Support (PTS)
- Began initially as a temporary employee and was converted to a Bose regular employee because of expertise and value-added team contributions
- Created and modified AFS Dealer paper and SAP account files for Account Specialist collection activities to quickly locate and update dealer billing information
- Worked with PTS to submit various types of orders for the RDG (Retail Direct Group), accelerating shipping from the warehouse to the field
- Compiled payment information from databases and converted to spreadsheet, providing Accounts Payable with accurate information to pay installers

Administrative Assistant, Automotive Systems Division through Staffing Company

- Reviewed customer contracts, purchase orders, credits, shipper memos, price changes, and service parts, utilizing databases, and intranet, to expedite shipment of materials
- Processed paper and electronic files by scanning financial, customer and procedural documentation and uploading onto servers, intranet sites or as email attachments, allowing quicker access and providing managers with most updated contract information

RESUME SAMPLE B continued

BIG Company Anyplace USA 1998 to 2008

Programs Secretary - Reported to Program Managers

- Produced various types of professional quality spreadsheets, forms, presentations, and correspondence to assist in conveying precise information
- Designed detailed technical drawings from sketches or photocopies, providing clear and detailed information for technical reports and presentations
- Coordinated logistics including calendar coordination, travel arrangements, multi-party teleconferences, and audio-visual equipment set-up, providing appropriate level of support resulting in a successful internal and customer meetings

Volunteer and Career Development :

Participated in volunteer work, small business support, and attended computer training/career development during 2003 – 2004

Education:

Big City University, Certificate, Business Administration

Small Community College, - A.S., Office Automation, Cum Laude

Military service: (Retired 2003)

United States Naval Reserves

Petty Officer First Class – Information Systems Technician

United States Navy

Petty Officer Third Class – Radioman