

Jane Doe
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City, ST Zip
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OBJECTIVE: To utilize my skills in lean manufacturing.

QUALIFICATIONS AND STRENGTHS:

- Supervised and trained 12 team leaders in meeting daily production goals.
- Able to facilitate groups to address specific problems areas, utilizing input to collectively reach solutions.
- Proficient at analyzing complex job requirements including staffing, vendor qualifications, and estimations.
- Experienced at resolving complex problems and customer disputes.
- Ability to assess daily safety and quality conditions and quickly respond to ensure compliance.
- Skilled at analyzing jobs for employee placement to reduce injury and workers compensation claims.

ACHIEVEMENTS:

- Trained and launched safety process that reduced safety incidents by 19%. Improved quality of product which resulted in decrease of recalls by 16%.
- Launched morale program in department for perfect attendance which reduced staff absentees by 34%.
- Increased sales in retail store by 11% which resulted in no layoffs.

EXPERIENCE:

1/03-Current

WES Electrical Contractors Atlanta, GA
Project Coordinator
Evaluate project scope of work and prepare bids/proposals.

6/89-10/08

Ford Assembly Hapeville, GA
Team Leader, Lean Coordinator
Supervised 12 team leaders in the Paint Department, reporting progress and completion of at least 12 concurrently running projects.

7/88-5/89

Rich's Photography Marietta, GA
Manager
Responsible for training employees, hiring for call center leads program, and assisting the lead photographer.

1/85-9/86

Federal Express Somerset, NJ
Call Center Agent
Performed the duties of a Call Center Agent, dispatching packages for pick-up and delivery. Responded to customer service calls according to guidelines of company.

1/82-1/84

Hospital Research Fairfield, NJ
Call Center Interviewer
Interviewed medical professionals by completing detailed surveys for pharmaceutical and medical supply companies.

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9/77-6/80 New Jersey College of Medicine and Dentistry
Administrative Assistant Newark, NJ
Handled medical files and lab work.

EDUCATION:

Ford Lean Academy	Six Sigma Certification	Dearborn, MI
Certification	Sawyer Business School	Elizabeth, NJ
Certification	Medical Terminology, NJCMD	Newark, NJ
Diploma	Weequahic Senior High School	Newark, NJ

SPECIAL TRAINING & SKILLS:

Training Courses:

Six Sigma, Green Belt
Manufacturing Job Analyst
Courier Process Systems

Skills:

Microsoft Word
Microsoft Excel
Presentation applications

INTERESTS:

Volunteering: Student Exchange Programs, bridging cultural ideas and lifestyles.
Event Planning: Plan weddings, reunions, and parties.
Write articles for how-to websites.

REFERENCES:

Available Upon Request.