

## **Resume Sample 01 with Annotations**

The attached document is an annotated version of a sample resume that can be adapted to a variety of professional applications. In addition to providing a sample resume format, the annotations offer rationale and suggestions for crafting a good resume.

Document Title:     Resume Sample 01 with Annotations  
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Source:             North Canton Executive Networking Group  
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## Resume

Your resume is scanned by the reader in less than 30 seconds. We need key, salient points to readily stand out. Use an economy of words – Do not use I, we, a, or the. Do not use introductory clauses. Write as if writing a telegram. Use action verbs. Use formatting and bullets to make key points stand out. Begin with heading.

### Name

Street  
City, State Zip  
Phone Number  
E-mail Address

In the career summary, insert highlight of your skills and attributes or any trait that can add value to a potential employer. This section sells employer on value you can bring to the job. It should not include any request for a position. Its purpose is to communicate what you can do for the employer. The bullet points depict clear-cut tangible skills that you bring to the job.

## CAREER SUMMARY

Plant Manager with demonstrated success in reducing costs, improving productivity and improving employee morale. Excellent verbal and written communication skills. Self-motivated and innovative thinker who consistently pursues new challenges to stretch abilities, expand knowledge and bring greater returns to employer. Experiences include:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Production Operations</li> <li>• Strategic Planning</li> <li>• Manufacturing Strategy</li> <li>• Organizational Alignment</li> <li>• Safety Leadership</li> <li>• Six Sigma Quality / Lean</li> </ul> | <ul style="list-style-type: none"> <li>• Maintenance</li> <li>• New Product Development</li> <li>• Capital Planning</li> <li>• Project Management</li> <li>• ISO / QS / TS Systems</li> <li>• Staff Development</li> </ul> |
|--|--|

The professional experience section is a chronological history of your career.

## PROFESSIONAL EXPERIENCE

<b>OWENS CORNING CULTURED STONE</b> , Navarre, Ohio	2004-2008
May define company or division if it would not be obvious to the reader - Optional	

**Operations Leader**

2006-2008

Describe your job in an abbreviated fashion – as if writing a want ad. Use action verbs in past tense. Insert any scope definitions (budget, number of employees, size of staff, market size, etc.)

Directed plant operations. Managed safety, volume, cost, quality and maintenance in 24/7 manufacturing environment. Directed 165 employees within an operating budget of \$10M.

Insert accomplishments. What were the challenges, actions you took, and the results? What did you improve? Did you receive recognition for any of your efforts?

- Reduced overall costs 25%, increased productivity 40% and reduced direct labor costs 15% by redesigning processes to accommodate additional volume of new product without increasing capital expenditures.
- Improved employee engagement 15% by implementing new communication process which resulted in operating efficiency increase of 8% and volume capability increase of 17%.
- Saved \$400K annually by implementing new internal color mixing process.

**INSULATION SYSTEM BUSINESS, Tallmadge, Ohio**

2006

**Divisional Operational Excellence Leader**

Led productivity improvement teams for three plant division.

- Reduced division expenses by \$8M through identifying, developing and implementing improvement projects.
- Saved \$4.3M annually and reduced scrap by 45% as a result of leading Waste Reduction Kaizen.

**Operational Excellence Leader**

2004-2006

Identified and implemented continuous improvement processes for all business areas. Successfully held interim plant Operations Leader and interim plant Maintenance Leader roles. Directed 110 hourly / seven salaried employees in interim role.

- Led plant ISO 9000:2000 certification process within 5 months resulting in new marketing strategy and 8% increased volume.
- Saved \$2.4M in plant expenses by identifying, developing and implementing improvement projects.
- Developed \$2.0M annual capital plan and led capital projects.

**CONSULTING EXCELLENCE, Canton, Ohio**

2001-2004

**Senior Consultant / Owner**

Operated quality, environmental and food system consulting company. Assisted companies in reducing waste and increasing profitability through use of quality tools. Performed 3<sup>rd</sup> party audits of Quality Management and Environmental Management systems. Clients included: metal tubing, rubber and specialty hose, automotive parts, injection molding, CNC/lathe operations, metal fabrication and food system companies.

- Saved client \$145M by compressing certification time by 35%.
- Saved client \$50M annually through scrap reduction process identification, development and implementation.
- Developed and Authored Environmental System for 3<sup>rd</sup> party registrar resulting in new business generation of \$300M.

**IMCO RECYCLING**, Uhrichsville, Ohio

1998-2001

***Quality Superintendent***

Designed, delivered training and implemented Quality and Environmental Management Systems. Directed quality department and production machine center comprised of 16 hourly / three salaried employees.

- Saved \$700M annually by improving processes in Cold Rolling and Finishing departments.
- Improved cold mill uptime by 50% and Deox productivity by 30% using lean concepts and improvement teams.

**LOGAN ALUMINUM**, Russellville, Kentucky

1992-1998

***QS9000 & Statistical Process Leader / Process Metallurgist***

- Saved \$250M by compressing certification time.
- Saved \$3.7M through waste identification and reduction projects.

***QS9000 & Statistical Process Leader / Process Metallurgist - Continued***

- Saved \$2.5M annually by designing and implementing precision measurement system for ingot profile.
- Improved productivity 40% and saved >\$1M annually by upgrading furnace operating parameters.
- Saved \$500M annually and decreased variation 35% by designing set points for laser shear measurement system.

**SHARON STEEL CORPORATION**, Sharon, Pennsylvania

1990-1992

***Hot Mill Metallurgist***

**EDUCATION**

List highest level of education first. This section is positioned after your professional experience if you have more than 5 years of professional experience.

Bachelor of Engineering, Materials Science, Youngstown State University, Youngstown, Ohio

MBA / University of Phoenix: Expected graduation date of 2009

### **PROFESSIONAL DEVELOPMENT**

This section should include only items that will set you apart from your competitors for a position. It usually does not include generic classes that are common across all positions. If training led to a skill that defines your value, it should be placed in the career summary.

Achieved CQE (Certified Quality Engineer) status from ASQ  
Achieved CQA (Certified Quality Auditor) status from ASQ  
“Auditor/Lead Auditor of Quality Systems” ISO/QS9000 certification  
“Auditor/Lead Auditor of Environmental Systems” ISO14001 certification  
Extensive Statistical training (over 200 hours with Luftig & Warren International)

**Do Not List References**