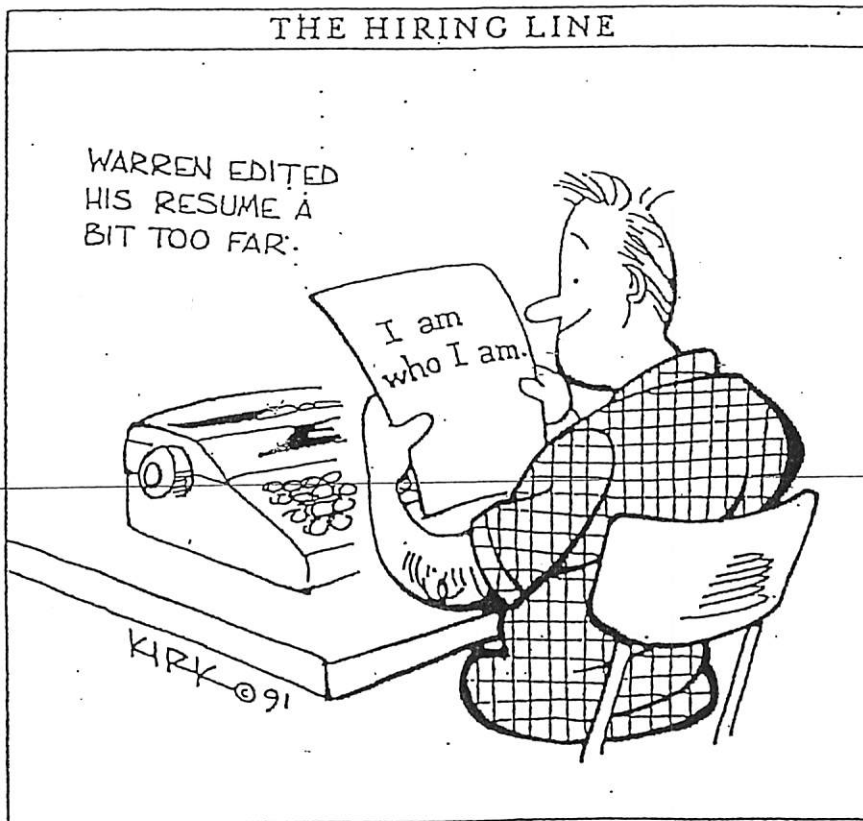


RESUME EXAMPLES



TIMOTHY PAINSCOT

1313 Python Drive
Lafayette, IN. 47903
(765) 555-1212

OBJECTIVE:

Supervisory / Management position in a manufacturing environment.

HIGHLIGHTS OF QUALIFICATIONS:

- Over 20 years of industrial experience, 15 years of supervisory responsibility.
- ISO 9001 and ISO 9002 Certified in Quality Management.
- Experienced and confident in organizing the start up phase of new projects.
- Demonstrated talent for supervising, directing, and supporting staff, achieving balance between organizational goals and employee needs.
- Analyze work flow and employee skill levels to maximize effectiveness of teams.

PROFESSIONAL EXPERIENCE:

Management and Supervision

- Senior Manufacturing Supervisor, Finishing Department
- Supervise extrusion molding department and 30 press operators.
- Utilize participatory leadership style to facilitate work groups allowing employees to participate in problem identification and solution, operational issues, as well as in generating new ideas that improve the performance of the group.
- Interview and recommend selection of potential employees from applicant pool.
- Identify competencies, provide training, supervision and evaluation of team members enabling them to improve skills and achieve work objectives.
- Assign on -the-job trainers to new hires; evaluate performance and training until proficient.
- Maintain excellent communication between upper management, union representatives, and employees to resolve conflicts and solve problems before initiating official grievance procedures.
- Document work place safety infractions and write corrective action plans, maintain and document progressive disciplinary steps.
- Prepare SPC corrective action reports for products not meeting acceptable statistical ranges.
- Schedule all maintenance of equipment; establish priorities while maintaining all production schedules.
- Maintain inventory control system, order ingots, supplies, and all production equipment.
- Coordinate orders between customers and production staff.
- Delegate tasks and duties to appropriate personnel and insure completion.
- Schedule employee training in Alcoa Production Systems, Statistical Process Control, Safety, and WorkFlow.
- Responsible for coordinating experimental and prototype runs while maintaining continuous production.
- Maintain accurate records, eye for detail, inspect for quality, self directed, customer orientated.

EDUCATION:

Bachelor of Science. Industrial Management Purdue University West Lafayette, IN

WORK HISTORY:

Production Supervisor ALCOA, Lafayette Plant March 1984 to July 1999 Lafayette, IN
Press Operator ALCOA, Lafayette Plant May 1978 to March 1984 Lafayette, IN

Karla D. Overstreet
382 Pembroke Court
West Lafayette, IN 47906
(765) 497-2567

E-mail: kdo02@web.tv.net

CAREER OBJECTIVE: Management/Supervisory position

Highlights of Qualifications

- B.S. Purdue University: Organization, Leadership, and Supervision
- Three years of successful supervisory and management experience
- Complete weekly operations reports for corporate approval
- Computer Literate, able to Excel, Powerpoint, MS Word, and E-mail
- Excellent leadership, communication, and organizational skills
- Personnel expertise: Interviewing, employee selection, schedule training activities and write performance evaluations
- Ability to remain calm and work under demanding conditions

Professional Experience

Management and Supervision

- Project labor flow with employee scheduling
 - Develop training plans and assign mentors to new employees
 - Delegate responsibilities among assistant managers
 - Payroll, reconcile staff hours reported against clock in and clock out records
 - Authorize overtime, vacation and time off requests
 - Insure work schedule is met by assigning and matching employees to tasks which utilize their strengths and skill levels
 - Effectively negotiate and resolve customer service complaints
 - Resolve personnel issues including but not limited to, performance on the job, disciplinary actions, personnel policies and procedures when necessary
 - Inventory control/Total receipts at end of shifts to verify sales and clear cash registers in order to make daily bank deposits
-

Work History

Manager: Walgreens from February 1998 to Present. Lafayette, IN

Administrative Assistant: Adcco-St. Elizabeth Hospital; Dec 1997 to Feb 1998

Supervisor: McDonalds Restaurant; October 1995 to October 1997. West Lafayette, IN

Transcript Processor: Purdue University, Div. of Financial Aid; Jan '96 to Sept '97

Volunteer Experience

Ombudsman: Americorps Volunteer with Family Services from 1999 to Present. Insure nursing home residents receive quality care. Write care plans and investigate/mediate differences between nursing home staff and residents family members.

Steve Riser

1212 Boulder Court, Lafayette, In. 47905

(765) 449-2365

Objective: *Senior Buyer / Purchasing Agent*

Skills Knowledge and Abilities

<input type="checkbox"/> Extensive interface with marketing, engineering and production control.	<input type="checkbox"/> Procurement and scheduling.
<input type="checkbox"/> Contract negotiation.	<input type="checkbox"/> Expediting orders for production support.
<input type="checkbox"/> Supplier selection.	<input type="checkbox"/> Maintain Just- In- Time inventory control.
<input type="checkbox"/> Supervise professional staff.	<input type="checkbox"/> Quoting activity for new and current products.
<input type="checkbox"/> Computer literate.	<input type="checkbox"/> Skilled in maintaining optimum stock levels within budget allowances.
<input type="checkbox"/> Excellent communication skills.	

Relevant Experience:

Buyer / Purchase agent

- Procurement and scheduling of all raw material including Electro-mechanical, electrical, passive and active components.
- Supervise four professional staff members
- Responsible for expediting and maintaining just-in-time delivery.
- Maintain inventory control at off-site locations
- Effective negotiator and decision-maker. Direct, clear and confident in managing multi million dollar expenditures.
- Procurement of MRO and production proto-type material with an annual budget of \$6,000,000.
- Authored and rewrote specifications, as needed for bidding purposes.
- Request bids from vendors for awarding of annual purchasing contracts; compared bids submitted, considering price, quality and shipping terms.
- Conduct on-going reviews and updates of stock level figures, considering:...expected and actual usage figures ...seasonal fluctuations ...planning equipment phase-out and replacement.
- Monitor invoices for accuracy of account coding: tracking expenditures for comparison with budgeted figures.

Computer Skills

- AS 400 systems
- MS Word
- Lotus 1-2-3
- Excel

Education:

- Associate Degree, Accounting Ivy Tech State College Kokomo, In

WorkHistory:

Senior Buyer CTS RF Integrated Modules from October 94 to October 01 West Lafayette, IN

Buyer CTS RF integrated Modules from March 92 to September 94 West Lafayette, IN.

Buyer United Technologies from November 87 to February 92 Huntington, IN

Expeditor / Purchasing Clerk United Technologies from November 82 to October 87

Marilyn M. Kantz
1409 North 28th Street
Lafayette, IN 47904
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mmkantz@hotmail.com

Objective: To attain a professional position that utilizes my CPA certification and management and accounting experience.

EXPERIENCE AND QUALIFICATIONS

Management

- Managed business support for several unique operations including housing and food services, health care, and conferences and continuing education
- Directed collection of \$20 million in annual fee income utilizing solid cash handling procedures
- Managed business support for 1,000 programs with 85,000 participants annually
- Supervised staff: professional (technical/computer and business) and clerical
- Directed accounts receivable, accounts payable, payroll, inventory, purchasing and recharge operations

Finance and Accounting

- Prepared and managed annual budgets ranging from \$4.5 to \$23 million
- Prepared and analyzed numerous financial reports including income statements, financial projections and break even analysis
- Administered contract and grant funding

Computer

- Managed unique software including medical/billing system, registration/financial system and subsidiary billing system
- Successfully automated and streamlined business and accounting practices
- Provided business analysis for new software selection

Problem Solving

- Redesigned business processes including customer and paper flow
- Established fee schedules for health services, continuing education activities, and recharge operations
- Interpreted and administered compliance with a variety of federal, state and other regulatory issues such as unrelated business income tax reporting, lifetime learning tax credit reporting, and HIPAA confidentiality
- Participated in coordinating Bursar/Registrar process for lifelong learning students
- Co-authored organizational-wide cash handling procedures manual
- Served on task force which wrote procedures to assure recharge operations complied with federal regulations

Selected Accomplishments

- Provided business analysis and implemented new software system costing \$250 K. The improved efficiency generated an additional \$175 K in income the first year.
- Improved timeliness of fee collection which increased the cash balance more than \$1 million.

PURDUE EMPLOYMENT HISTORY

- Business Manager, Office for Continuing Education and Conferences 1996-2003
- Business Manager, Student Health Center 1993-1996
- Program Administrator, Office of Contract and Grant Business Affairs 1992-1993
- Accountant, Memorial Union and Graduate Houses 1988-1992

EDUCATION

- Certified Public Accountant, 1995
- Bachelor of Science in Accounting, Krannert School of Management
Purdue University, 1988

Michael W. Tyler

1904 Burgess Dr.

West Lafayette, IN 47906

(765) 497-6465

E-Mail: INOLESFAN@aol.com

Career Objective: Quality Engineer Position

Highlights of Qualifications:

<ul style="list-style-type: none">❖ Over fourteen years as an industrial professional in a manufacturing environment❖ Work within ISO9001, QS9000, and American Bureau of Shipping (ABS) quality systems❖ Microsoft Office user of Excel, Word, PowerPoint, and Access❖ Perform Gauge Repeatability and Reproducibility (GR & R) studies, Machine Capability Studies, Process Audits, and Gauge Calibration Audits.	<ul style="list-style-type: none">❖ Familiar with 5S and Lean Manufacturing techniques❖ Able to interpret Gear Inspection charts❖ Familiar with Non Destructive Testing techniques❖ 8D Problem solver❖ Strong technical background❖ Perfect attendance awards❖ Team leadership skills❖ Strong desire to succeed❖ Excellent written and verbal communication skills
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Professional Experience:

Small Business Unit Quality Engineer

- Work within a quality system that exercised tools such as: Advanced Product Quality Planning (APQP), Failure Mode and Effect Analysis (FMEA), Pre-Production Approval Process (PPAP), Production Control Plan (PCP), and Statistical Process Control (SPC)
- Member of a launch team that facilitated the manufacture of a new model differential carrier for a tier one automotive supplier to Ford.
- Lead a Material Review Board (MRB) Sub-Team in 2002, which helped reach a goal of reducing scrap and rework by 25% from 2001, within the Non-Gear Business Unit.
- Train Final Inspection personnel, across all shifts, to sample audit completed and in-process assemblies.
- Review root cause and corrective action to track and publish all business unit non-conformances and complaints from customers to team members and top executives.
- Manage databases for trending, parts-per-million (PPM) defect ratio, and common defect analysis.
- Member of a training team that created an assembly and sub-assembly course, which certified nearly two hundred assemblers, shop personnel, and specific office employees.

Work Experience:

Small Business Unit Quality Engineer: Fairfield Manufacturing, 1999–Jan. 2003, Lafayette, Indiana

Area Manager: Fairfield Manufacturing, 1998–1999, Lafayette, Indiana

Manufacturing Engineer/ Tool Designer I & II: Fairfield Manufacturing, 1988–1998, Lafayette, Indiana

Education:

Purdue University, 1993–present, West Lafayette, Indiana

Continuing education while fully employed; Pursuing Bachelors Degree; Industrial Technology

Vincennes University, 1985–1987, Vincennes, Indiana

Associate of Science Degree; Industrial Drafting Technology

THOMAS A. Newberry
490 S. Selma Drive
Montmorenci, IN 47960
(765) 590-6119
tnewberry@pwrta.com

Professional Objective: Human Resources Position

Highlights of Qualifications

<ul style="list-style-type: none">➤ Develop recruiting, pre-employment testing and new employee orientation programs which significantly reduce turnover➤ Develop and administer effective wage, salary, and benefit programs➤ Develop performance management programs➤ Develop programs relative to organizational skills assessment, training and development➤ Excellent verbal and written communications skills➤ Excellent employee relations skills	<ul style="list-style-type: none">➤ Excellent dispute resolution skills➤ Very strong utilization of union avoidance practices➤ Develop employee handbook policies and procedures➤ Develop Worker's Compensation management programs which reduce costs and lost time➤ Develop employee opinion surveys and communication programs fostering employee empowerment and satisfaction➤ Regular user of Excel, Word, and PowerPoint
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Professional Experience

Human Resources Manager or Director

- Have had multi-location responsibilities to include recently staffing a newly constructed facility in Wisconsin.
- Have increased employment levels by as much as 452%.
- Have reduced turnover by as much as 64%.
- Have been instrumental in instituting / re-instituting all aspects of plant-wide safety committees effecting Worker's Compensation cost reductions down to \$.03 per hour, and have achieved over 1.5 million hours worked without lost time injury.
- Successfully lead a team of 9 individuals charged with the responsibility of developing a comprehensive plant-training program to ensure compliance with ISO9001 1810 training requirements.
- Formulated, administered, and reported on AA / EEO / EA / ADA and FMLA programs.
- Selected and implemented an HRIS program for three manufacturing facilities.
- Have conducted retirement benefit briefings, and administered 401(k) programs for hourly and salaried personnel.
- Formulated and implemented TPA performance monitoring of employee medical / dental / prescription drug / and wellness programs.
- Implemented a Community Care Network (CCN) to further control medical costs and to directly benefit employees.
- Have effectively maintained non-union operational status at all facilities in which I was employed.

Work Experience

Manager of Human Resources: General Metal Works, (Production metal fabricator and job shop) December 2003 to May 2006, South Bend, Indiana

Manager of Human Resources: Small Parts, (Metal stampings & fabrication / Tier 2 Auto Supplier) October 2000 to December 2003, Indianapolis, Indiana

Director of Human Resources: Hi-Rex Controls, (Tier 1 automotive window regulator supplier) May 1999 to September 2000, Litchfield, Michigan

Manager of Human Resources: McGill / Emerson Bearing Division (Ball, roller, and cam follower bearing manufacturer) February 1984 to May 1999

Education

B. S., Business Administration, Marquette University, Milwaukee, Wisconsin
Concentration of studies in Human Resources Management, Production Control, and Production Supervision

Professional & Volunteer Service Affiliations

- Monticello Chamber of Commerce Industrial Committee
- Our Lady of the Lakes Parish Council
- Logansport Area Personnel Association
- Charter Member of the St. Joseph County Employer Advisory Council – Indiana Department of Workforce Development
- Focus Group Member of the Strategic Skills Initiative of the Northern Indiana Workforce Investment Board, Inc.
- * White County United Way Executive Board of Directors
- * Society of Human Resource Management
- * St. Joseph County Personnel Association

KIM DENISE Powers

382 Pemberly Court

West Lafayette, IN 47906

(765) 497-2348

E-mail Kpowers002@WEBCV.NET

CAREER OBJECTIVE: Management /Supervisory position

Highlights of Qualifications

- B.S. Purdue University. Organization, Leadership, and Supervision
- Three years of successful supervisory and management experience
- Complete weekly operations reports for corporate approval
- Computer Literate, able to use Excell, Powerpoint, MS Word, and E-mail
- Excellent leadership, communication, and organizational skills
- Personnel functions, including interview , employee selection, schedule training activities and write performance evaluations
- Ability to remain calm and work under demanding conditions

PROFESSIONAL EXPERIENCE

Management and Supervision

- Project labor flow with employee scheduling
- Develop training plans and assign mentors to new employees
- Delegate responsibilities among assistant managers
- Payroll, reconcile staff hours reported against clock in and clock out records
- Authorize overtime, vacation and time off requests
- Insure work schedule is met by assigning and matching employees to tasks which utilize their strengths and skill levels
- Effectively negotiate and resolve customer service complaints
- Resolve personnel issues including but not limited to, performance on the job, disciplinary actions, personnel policies and procedures when necessary
- Inventory control
- Total receipts at end of shifts to verify sales and clear cash registers in order to make daily bank deposits

WORK HISTORY

Manager: Walgreens from 02-1998 to present. Lafayette, IN

Administrative Assistant: Adecco- St. Elizabeth Hospital 12-97 to 02-98. Lafayette, IN

Supervisor: McDonalds Restaurant 10-95 to 10-97. West Lafayette, IN

Transcript Processor: Purdue University - Division of Financial Aid 01-96 to 09-97. West Lafayette, IN

VOLUNTEER EXPERIENCE

Ombusman: Americacorps Volunteer with Family Services from 1999 to present.

Insure nursing home residents receive quality care. I write care plans and investigate and mediate differences between nursing home staff and residents family members.

Daniel G. Potamko

344 Sumac Court
Lafayette, IN 47909

Phone: (765) 474-5642
E-mail: dgpot@citi.com

Professional Objective: Industrial Engineering

Highlights of Qualifications

Progressive engineering career with multiple accomplishments. Manage and implement new product introductions. Develop cost improvement proposals resulting in savings of \$5 million. Conduct cost justifications for new equipment purchases. Develop business and manufacturing procedures/plans for operating cost reductions. Supervise technical and hourly workforce for high speed and low volume/prototype manufacturing.

Skills Knowledge and Experience

- Experienced and confident in organizing the start-up phase of new projects.
- Direct supervision of engineering and office staff as well as 30 press operators/material handlers. Demonstrated talent in directing, supervising and supporting staff, achieving a balance between organizational tasks and employee strengths.
- Four years of engineering warehousing experience: dry storage, conditioned storage, and cold/freezer storage for a variety of products.
- Development of cost standards, time tables, scheduling, crewing, and manufacturing of products.
- Support of new equipment installation and introduction into production line. Coordinate with suppliers on the development/manufacture of new equipment.

Accomplishments (A more detailed list available)

- ✓ Redesigned an existing warehouse that increased storage capacity by 20%.
- ✓ Designed an \$11 million totally automated high rise warehouse
- ✓ Coordinated activities of a development team that integrated the use of bar codes, automated guided vehicles, and an inventory control software package into warehouse operations, greatly improving inventory accuracy and productivity.
- ✓ Issued US Patent for design and development of transplanter and successfully introduced a national product in the frozen food market.

Resume, Daniel G. Potamko, Continued

Work history

Operations Supervisor, Nickel Back Inc., Lafayette, IN May 1996 to October 2002
Assistant Manager, Whirlpool Inc., West Lafayette, IN June 1995 to October 1996
Sr Consultant, Crowder Group, Inc., Indianapolis, IN October 1993 to June 1995
President/Operations Engineer, Robots R Us Inc., Indianapolis, IN 1990 to 1993
Sr Industrial Engineer, General Foods, Lafayette, IN 1986 to 1990

Education

Professional Engineering License, State of Indiana
BS, Industrial Engineering, Purdue University

Training

Planning for Managers, Institute of Warehouse Managers, 2001
Time and Motion Methods, Purdue University Seminar, 2001
Human Resource Management, Michigan State University, 2000
Robotics & Technology in Production, MIT, 2000