

JANE P. FICTION

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SUMMARY OF QUALIFICATIONS

- Highly skilled and dedicated professional offering a solid background in the leadership and direction of major operations and training initiatives in the transportation and manufacturing industries.
- Provide comprehensive direction for improved maintenance and production efficiencies, company-wide, while maintaining compliance to OSHA and ADA standards. Develop cohesive team structures that turn company visions into viable, realized goals. Establish workable cost estimates and deliver projects to objective; on time and within budget.
- Computer proficient in a wide range of industry-related computer programs and equipment.
- Develop strong vendor relationships, while participating in vendor selection, negotiations and product analysis. Ensure quality assurance goals are achieved, while securing best price options.

CAREER BACKGROUND

Supervisor & Training Coordinator

Space Age Energy Company, City, State

2004 – Present

- Direct all departmental operations, including workforce, production, maintenance and operations management. Control an annual operating budget of \$1.5MM.
- Coordinate team efforts and produce collaborative solutions in troubleshooting requiring multiple specialized skills. Reduced operational redundancies by 45%.
- Team with engineers to identify production inefficiencies and implement strategic solutions. Developed distillation process that increased productivity by 25%, while reducing annual costs by over \$150K.
- Revised inventory management and storage methods and created a flat file database using MS Access. New programs allow inventory search and tracking by name and part number, successfully recapturing over \$120K in redundant stock and producing a \$165K tax and administrative savings. Reduced inventory management time by 50%.
- Manage and oversee complex installation and overhaul projects with budgets in excess of \$1MM. Direct contract negotiations with vendors and contractors, and coordinate efforts of contract teams, plant personnel, vendors and outside resources. Projects consistently completed on time, to objective and within or under budget.
- Wrote Operator Training Program encompassing formal qualifications guidelines and quantifiable training goals. Ensure essential training is achieved and documented for each participant.
- Conduct operator and employee safety training programs aimed at ensuring compliance and adherence to established company policies and state regulations. Completed the Confined Safety Training program and actively participate in the Confined Space Rescue Committee.

Supervisor

Shipping Company, City, State

2000 – 2004

- Led third shift operations, with direct supervision of 45 personnel. Monitored compliance to DOT and OSHA regulations, and ensured production lines met or exceeded daily production goals.
- Managed customer relations in the delivery of expedited overnight parcels and materials. Resolved shipping discrepancies and answered customer inquiries.
- Worked closely with field supervisors and oversaw location of mechanical problems. Troubleshot a variety of systems to provide timely resolution.
- Implemented a computerized tracking and inventory management system to replace an antiquated manual system, reducing workforce requirements by 25% and decreasing operational costs by more than 45%. Retained workforce and professionally developed 10 personnel to management positions.

EDUCATION

Name of University, City, State

1999

- **Bachelor of Science ■ Business Management** / GPA: 3.8
Emphasis in International Business & Business Development