

## CHRONOLOGICAL RESUME

### Mike Manufacturing

905 Assembly Street, Anytown, MN 55350  
 123-456-7890  
 MikeManufacturing@email.com  
 www.linkedin.com/mn/mikemanufacturing

#### OBJECTIVE

Production Technician with Anytown Precision Manufacturing Company in Anytown, Minnesota.

#### SKILLS SUMMARY

##### **Manufacturing Production**

Kaizen, Lean, 5S  
 Shop Floor Control  
 Materials Flow

##### **Read and Interpret**

Blueprints  
 Schematics  
 Process Control Charts

##### **Computer**

Microsoft Office – Word, Excel, Outlook  
 CAD output  
 MRP

#### WORK EXPERIENCE

**Technology, Inc.**, Anytown, Minnesota 2011 – Present

##### *Assembly Process Specialist*

- Reduced downtime by 30% after analysis of normal and abnormal conditional trends using SPC and problem solving techniques.
- Applied Kaizen principles to streamline input communication process with maintenance and engineering.
- Implemented a troubleshooting process to identify, document and understand equipment problems.
- Formed a process and safety resource team. Improved safety record by 12% in first year.
- Recommended more efficient method to verify specifications of process with engineering department.

**Custom Production, Inc.**, Somewhere, Minnesota 2007 – 2011

##### *Production Operator*

- Operated machines that produced foam and rubber products and prototype molds.
- Decreased rejections by 30% after improving the die cleaning process.
- Received numerous awards for completing work orders before deadline to guarantee on time delivery.
- Used blueprint reading and interpretation skills to determine customer specifications and ensure quality.

**Assembly Manufacturing Company**, Lakes, Minnesota 2003 – 2007

##### *Mechanical Assembler*

- Assembled drive gear components using hand and semiautomatic hand tools.
- Operated machines that stamped and fabricated parts that met blueprint and customer specifications.
- Conducted inspection of final parts. Record of meeting company standards for quality and defects.
- Maintained a perfect safety record by following all safety policies and procedures.

#### EDUCATION

**Anytown High School**, Anytown, MN, High School Diploma

#### AWARDS, CERTIFICATIONS & ADDITIONAL TRAINING

- National Career Readiness Certificate, (NCRC) Silver #G12TJDGHHI 2014
- Forklift Operation Certification, 30 hour course, OSHA 2011