

[0138 "Machine Operator"]

JACK JEFFERSON
123 Any Street
Any City, State 55555

(213) 555-1234
Cellular/Messages: (213) 777-5678
e-mail: JackJefferson@earthlink.net

A versatile machine operator with six years of experience in manufacturing and fabrication, including blueprint analysis, precision measurement, troubleshooting and equipment customization.

A detail minded professional with exceptional analytical, creative and problem solving skills.

Fabrication skills: Analyzing blueprints and building to order within plus or minus .001 to .002 tolerance level, milling, grinding and disk sanding.

Metals used: Low grade and high grade aluminum, hard roll and cold roll steel, stainless steel, brass and copper.

Machines: Bridgeport drilling and milling machine, lathe, precision tools including caliper and micrometer, protractor, disk and band sander, plane, grinding machine and all hand tools.

EXPERIENCE

Purdue Manufacturing, Inc., Irvine, California 2003-2006

Machinist

Fabricated and assembled specialized manufacturing parts and production equipment for a \$12 million manufacturer of customized products with 50 employees.

- Fabricated and assembled machine parts from blueprints for more than 4,680 different types of equipment.
- Collaborated with engineers in revising blueprints on more than 1,000 projects.
- Troubleshoot, corrected and fabricated machine parts without blueprints for more than 36 projects.

Lingonberry Resort, Barstow, California 2003

Maintenance Engineer

Cleaned ballrooms, lobbies and hallways during the night shift.

The Guadalupe City Public Library, Guadalupe, Mexico 2000-2003

Library Director

Directed the daily operations and staff. Duties included establishing policies and procedures, handling financial accounting, inventory and acquisition, book and literature classification, and book checkouts and returns.

EDUCATION

Universidad Nacional Autónoma de México, México D.F., México

Classes in engineering (two years)

Colegio de Ciencias y Humanidades, México D.F., México

Bachelor of Science

Languages: Fluent in Spanish and English.