

JACK JEFFERSON

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Date

Dear Executive Recruiter:

I am a manufacturing and industrial engineer with extensive experience in the commercial, high tech, electronic and aerospace industries seeking a new association.

My skills include:

- **Project Management** – Supervised 15 \$2 million manufacturing projects; met production schedules and delivery requirements.
- **Cost Savings** – Achieved \$3.1 million overhead cost savings in inventory and labor by tool redesign, fabrication, assembly procedures and automation.
- **Problem Solving** – Converted manual tooling to automated systems and directed a cellular focused factory conversion.
- **Analytical** – Researched tooling projects, revised bill of materials and reviewed design-draft proposals.

I would welcome your call should you know of a need for a seasoned manufacturing/industrial engineer.

Sincerely,

Jack Jefferson

Enclosure: resume