

MARY JONES
123 Any Street
Any City, State 55555

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

A dedicated employee with more than 20 years' experience in manufacturing supervision and calibration field detail testing.

SUPERVISORY AND TECHNICAL SKILLS

- Supervised more than 25 employees during career span.
- Established work procedures that contributed to ISO 9001 certification.
- Member of the continuous improvement team that identified and implemented time-saving ideas for the calibration department.
- Made process improvements that reduced testing time by more than 50%.
- Pioneered Wells Hycal's environmentally controlled humidity lab.

PROFESSIONAL EXPERIENCE

Wells HyCal, Providence, Rhode Island

1995-2007

Lead Technician (2003-2007)

- Supervised and coordinated the activities of a six-person department.
- Coordinated the calibration department's production schedules and workflow.
- Read and interpreted specifications and blueprints for customer orders.
- Carried out supervisory responsibilities in accordance with company policy.
- Interviewed, hired, trained and conducted employee performance reviews for the calibration department.
- Interpreted and enforced safety regulations.
- Analyzed and resolved work problems. Assisted in resolving employee problems.

Calibration Technician Grade A (1995-2002)

- Performed and maintained temperature and humidity test standards of 100 ohm and 1,000 ohm platinum RTD sensors and IC humidity sensors to customer and engineering specifications.
- Worked with various temperature and humidity calibration processes in both temperature and humidity calibration laboratories using constant temperature oil baths, ice baths and saturated salt solutions.
- Generated test reports for product certification.
- Monitored SPC control charts for the quality department.
- Assisted with testing of PCB for humidity and temperature transmitters. Set voltage levels with a resistance decade box to meet engineering specifications.
- Performed troubleshooting, failure analysis and stress tests.
- Participated in experimental testing for the engineering department.

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WireTube, Providence, Rhode Island

1986-1995

Assembler

Performed subassembly and final assembly of wire wound and thin film temperature sensors to engineering specifications and work instructions. Responsible for visual inspections of finished products.

ADDITIONAL TRAINING

Leadership and Supervisory Skills
TQM
Statistical Process Control
Supply Chain Management (APICS)
Electronic Static Discharge
MS Windows 3.1

EDUCATION

Warwick College, Warwick, Rhode Island

Coursework: Business Math, Political Science, Sociology and English

AWARDS

Two Performance Excellence Awards