

[0080 "Manufact supervis/technic"]

**MARY JONES**  
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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