

# SAMPLE RESUME A

## MECHANICAL DESIGN ENGINEER

- 9 years engineering experience, bringing electro-mechanical & sheet metal assembly products to market
- Interfacing with domestic / foreign vendors, traveling to manufacturing plants / vendors in the US & China
- Proven team member working with all departments / vendors / management to meet project requirements
- Innovative / attention-to-detail designer, with excellent analytical / technical / communication skills
- Strong design / assembly / manufacturing expertise in plastics and sheet metal, including:
  - DFMA
  - Testing
  - Design Analysis
  - Proper Material Selection
  - Packaging
  - Qualification
  - Worst-Case Analysis
  - Various Prototyping Methods
- Generating and maintaining engineering documentation, including:
  - 3D Modeling
  - Test Procedure
  - Assembly Instructions
  - Build of Material (BOM)
  - 2D Drawing
  - Inspection Report
  - Functional Specification
  - Engineering Change Order (ECO)

## PROFESSIONAL EXPERIENCE

### Mechanical Engineer (lead design) – ABC power company My town, USA 4/08 – 12/09

(Provider of power & cooling services with 2010 revenue of \$3.26 billion, employing 12,000 people)

- Designed entire A/V Rack, accessories, labels and packaging, including: the 2-position mounting copper busbar and the unique multi-size conduit knockout system used in several accessories
- Led investigation and resolution into critical part failings. Programmed Portable CMM and discovered errors in vendors' inspection and quality audit reports; verified vendors corrected issue
- Constructed quality control plan for the 4-Post Open Frame using GD&T on drawings and selecting critical features to monitor the Process Capability Index (Cpk)
- Manned APC's *InfoComm* 2008 booth; interacting with sales / customers and researching new projects

### Mechanical Engineer (Design) – 123 Industries Smallville, USA 1/04 – 2/08

(Private design / manufacturing company of payment & control systems used in vending / amusement / retail)

- Designed key parts for the Vantage bill validator, including the innovative tool-less quick release facemask
- Prototyped two unique methods for the Vantage recycler, including one implemented in production
- Collaborated with electrical engineers on designing PCB connector shrouds, water protection enclosures, PCB (rigid and flex) housings, strain relief for harnesses and harness drawings
- Provided on-site engineering support for the Vantage's pilot build in Suzhou, China that included coordinating with manufacturing and resolving issues with the PCB and plastic vendors

### Associate Mechanical Engineer (Test) – 123 Industries Smallville, USA 9/00 – 1/04

- Developed and executed comprehensive qualification test plans for bill validator and competitive equipment
- Wrote qualification test reports, reported anomalies and submitted weekly status reports to management

### Lead Technician / Manager – XYZ Incorporates Hometown, USA 7/95 – 8/00

(Both companies are small resellers of paging and cellular services and products)

- Developed operational flow and repaired customer pagers, producing 24-hour turnaround for repair orders

## COMPUTER / TECHNICAL SKILLS

- Unigraphics | SolidWorks | AutoCAD | COSMOSWorks | PowerINSPECT | CorelDraw | MS Office | Windows
- Geometric Dimensioning & Tolerancing (GD&T) | Romer Portable Coordinate Measuring Machine (CMM)

## EDUCATION

Bachelor of Science, Mechanical Engineering (1995)  
Rutgers University, New Brunswick, NJ

# SAMPLE RESUME B

## Quality Engineering

ISO & AS QMS Auditing/Managing Projects/Data Analysis/QA&QC Disciplines

- **Quality professional with diversified experience** functioning primarily as a senior quality engineer with extensive background in manufacturing environments including new product introduction in commercial, aerospace and medical product applications.
- **Specialize in using statistical methods and analyzing data**, to achieve process improvements, metric goals, implement project initiatives, identification of root cause and initiating corrective action. Provide Management support on presentations for Management review, customer and internal meetings
- **Demonstrated success in managing plant wide and department continuous improvement project initiatives.**

## Key Strengths/Core Competencies

- Six Sigma Green Belt
- ISO9001/AS9100/ISO13485
- Project CI plans
- Customer contact on quality matters
- UL, CSA, RoHS, WEEE
- Proficient in MS Office
- New Product Introduction
- ECO, Purges/Deviation
- 21CFR820, QSR
- CAPA, Root Cause Analysis
- Internal/External Auditing
- Project transfer plans
- Training and development
- IPC610, IPC600, J-STD-001
- SAP, Valor, Agile
- System Integration
- FAI, RMA, MRB
- FMEA, Control Plans
- Fishbone, Poka-yoke
- Quality planning, TQM
- Data analysis/reporting
- Supervisory Skills
- ANSI Z1.4, ANSI ESD-S20.20
- MS Project, MS Visio
- Direct Fulfillment
- Product Readiness

## Professional Experience

### **SANMINA-SCI — Manchester, NH**

#### **Senior Quality Engineer, 2009-Present**

Closely work with Manufacturing Engineers to create internal processes and resolve and internal and customer issues. Member of MRB, work with cross-functional groups on NPI product readiness including transfers. Contact suppliers on quality matters. Primary Sr. Quality Engineer on six customer accounts. Lead Auditor on internal AS9100/TL9000/ISO9001 audits, run weekly plant quality meetings. Train manufacturing operators on new product builds and processes.

### **JOHNSON ELECTRIC (PARLEX CORP) — METHUEN, MA**

#### **Senior Quality Engineer, 2009-2009**

Lead Auditor on internal 21CFR820/ISO13485 audits, customer quality contact for medical devices, laminated cables and appliance products in Methuen plant. Work with Manufacturing Engineers to resolve internal and customer issues. Maintain CAPA, doc control and internal audit programs, member of CCB and MRB, work with design group on PPAPs and product readiness. Contact suppliers on quality matters. Primary contact on regulatory (UL, CSA) audits. Create and revise QMS and department procedures. Key member in obtaining recertification for 1SO9001/ISO13485.

# SAMPLE RESUME B

## Professional Experience (continued)

### JABIL CIRCUITS – Billerica, MA

#### Quality Engineer II, 2001 to 2009

Lead data analysis activities and continuous improvement plans with cross functional groups. Supervise and coordinate quality technician and RMA Coordinator actions. Support all areas in interpretation and achieving internal and customer requirements. Chair weekly quality improvement committee meetings by reviewing DPM, DPMO, customer return rate, and corrective actions, then assess and allocate actions as warranted. Lead auditor on internal QMS audits.

#### **Key Results:**

- Led plant initiative to implement layered process audits within established timeframe, by means of working with IT to create web based database specifications and requirements. Project was recognized at the Regional Level.
- Successfully have reduced DPMO goal 10% quarterly by data analysis and working with Process Engineering on improvement plans.
- Co led plant continuous improvement project on reducing damage through out process stages.
- Subject matter expert on data collection and process verification rules required for data integrity and trace ability.
- Received recognition awards for being principal on improving employee satisfaction, supporting two work cells and driving continuous improvement while assisting the plant and functional managers as a key contact for data analysis.
- Generate SOP's and process flow's required by the QMS and or department, and train responsible groups
- Effectively led plant project on creating web based databases for traceability, and data reporting on defective material including purges and deviations.
- Originated legal and effective interview guides on quality inspector, technician, group-leader and engineer positions.

### CIRCUIT CONNECT INC. – Nashua, NH

#### QMS Administrator/QE, 2000-2001

### CTS CORP. – Hudson, NH

#### HR New Hire/Orientation Trainer, 2000-2000

#### Quality Engineering associate, 1998-2000

### TRI STAR Technologies - Methuen, MA

#### Quality Assurance Specialist, 1994-1998

### Raytheon - South Lowell, MA

#### EM Assemble/Repairer, 1987-1994

## Education & Certifications/Quality Designations

- Certificate Internal auditor training ISO9001:2008 – TUV
- Certificate understanding and implementing the ISO13485 Standard - SAI Global
- Certificate Internal Auditor for FDA regulated industries (ISO13485 and ISO9001) – SAI Global
- Certified Six Sigma Green Belt - GPS
- ASQ Certified Quality Auditor – American society for quality
- ASQ Certified Quality Technician – American society for quality