

Resume for homemaker wanting to enter the workforce

Andrea Smith

6261 Dove Dr.
Falls Creek IN 49462
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Summary

Motivated, driven, organized, self starter with hands on skills in budgeting, time management, purchasing, and administration.

Experience

Twelve years experience as a meticulously organized homemaker and mother of 4 with proven success in the following areas:

- Budgeting – Handled Accounts Receivable/Payables for annual budget of \$64, 300.
- Administration – Organized, met deadlines, administrated projects, and streamlined schedules for household members school, work, and extra curricular activities.
- Skills training – Trained 4 children in necessary life skills, time management, money management, social etiquette, volunteerism, and project completion.
- Recruitment – Interviewed and hired a variety of skilled and labor professionals including physicians, child care providers, electricians, painters, roofers, and plumbers.
- Budgeting – Managed budgeting and purchasing of many products and services including automobiles, auto insurance, flooring, appliances, and medical services.

Education:

Associate Degree 1990
Mace County Community College

H.S. Diploma 1988
Rose Creek High School

Resume of recent college graduate with degree in Engineering looking for first job

Brad Smith

1234 Division Ave.

Fairfax, VA, 22031

(949) 555-3569

Bsmith404@server.com

Summary: Engineer with strong background in aerospace and system engineering. Excellent communicator with ability to work in team or self directed environments.

Education: **Master of Science, Aerospace Engineering:** June 2009
Virginia Polytechnic Institute and State University, Blacksburg, VA

Bachelor of Science, Aerospace Engineering: May 2007
Virginia Polytechnic Institute and State University, Blacksburg, VA

Experience:

Graduate Research and Interest May 2009

Numerical simulation

- Performance analysis of micro-ion thrusters
- 2.5D numerical simulation using full 3D PIC MCC code
- Incorporation of commercial software
 - Patran – Mesh generator
 - MaxwellSV – Magnetostatic and electrostatic field generator
 - Tecplot – Data visualization
 - LaTeX – Report

Research project October 2005 – May 2007

Plasma simulation using Particle-in-Cell method

- Successful software development toward a particle simulator
- 3D PIC

HokieSat September 2004 – May 2005

Propulsion subsystem

- Use of Mechanical Desktop in parts modeling

Related Courses:

Aerospace Propulsion
Applied Numerical methods
Computational Fluid Dynamics

Space Propulsion
Intro to Finite Elements
Advance Aero/Hydrodynamics

High Speed Aerodynamics
Spacecraft Environment and Interactions
Spacecraft dynamics and control

Thermodynamics
Orbital Mechanics

Work Experience:

ABC Wireless, Inc., Blacksburg, VA Summer 2007
Associate RF Engineer

- Participated as a system and RF engineer in the ABC project of mobile phone signal and data collection.
- Assigned to collect, measure, and store digital data generated from transmitting poles and stations in several cities.
- Drafted and presented trip reports, daily briefings & risk analysis.
- Handled the secure transfer of stored data to home office.
- Operated the digital INVEC 3G equipment for data collection.
- Analyzed the collection of signals and data for their validity prior to testing.
- Coordinated with other contractors to ensure collection drives, meeting, and communications were running on schedule.
- Acted as point of contact for hiring temporary assistants as needed to support the arranging of transportation and equipment.

Computer Skills:

- Experienced with several dynamic engineering software suites such as MaxwellSV, Unigraphics, Patran, FORTRAN, C++, Matlab, and LaTeX.
- Proficient in Linux and Windows operating systems.
- Diagnosed, troubleshot, and assembled PCs and servers.

Memberships:

- Member of Aerospace Engineer Society

Resume of person leaving the military; seeking career in private sector.

Tim Smith

6490 Val Lane
Muncie, IN 49526
(536) 555-3498 residence
(536) 555-9855 mobile

Summary: Proven record in increasing responsibility, reliability, leadership, and character. Ten years of highly successful logistics management.

Accomplishments:

- Organized, managed and budgeted for a 175-vehicle transportation center involving an annual operating budget of nearly 2.3 million.
- Initiated, developed, and directed a computer scheduling system that resulted in 25% improvement of deliveries which resulted in an annual *cost savings of \$423,000*.
- Created and implemented a revised bidding system on all vehicles purchased, allowing for quicker purchase decisions and increased opportunity for price reductions to multiple purchases.
- Effectively implemented personal policies that led to a 23% increased efficiency rating over two year period. Received two commendations from management leadership.
- Improved measurement and communication of safety-related issues, resulting in 19 months of accident-free work activity (one month short of all-time division record).

Work Experience:

2004-Present: Regional Director, Transportation and Logistics Command,
U.S. Army, Washington, D.C.

2001-2004: Director, Transportation Section, Fort Sill, OK.

2001-1999: Division Manager, Motor Pool, Fort Sill, OK.

1997-1999: Supply Officer, 3rd Army, Kuwait.

Military Rank: Captain, U. S. Army

Education: Diploma, Port Huron High School, Port Huron MI.

Resume of engineering professional looking for a job in sales.

John Smith

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(716) 555-5974 residence

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SUMMARY

Senior Engineering Manager and Business Development/Sales Professional skilled at increasing sales revenue and developing business opportunities. Improve profit margins while being able to offer the customer price, tooling and weight savings through innovative designs. Strategic thinker who develops alliances with other companies to expand product base. Exceptional teacher and coach of employees to create an environment that promotes success.

PROFESSIONAL EXPERIENCE

CONSULTANT

2005 to present

Assisting engineering service company in their efforts to develop a business plan to increase sales in CAE activity and expand into new markets; process simulation software sales and service and employee placement business. Preparing sales and marketing materials and contacting potential customers.

ABC Company, INC., Dearborn, MI

1999 to 2005

Director of Engineering – DaimlerChrysler, Emerging Markets & Tier Companies

Managed all advanced sales, product engineering and program management activities for the DaimlerChrysler, Emerging Market and Tier Companies' business unit.

- Developed strategy to increase sales in assigned business unit
- Developed and implemented a new electronic change system that using Lotus Notes reduced the time to notify and receive concurrence from stakeholders by 35%
- Led efforts to form joint technical development agreements with other companies utilizing the core competencies of each resulting in the joint development of major body modules. Expanded the product base and sales opportunities.
- Participated in a three-way company study, including the OEM, to study vehicle structures and determine best design approach to support a worldwide homologation strategy.
- Re-designed product after competitive award that increased the profit margin from 3% to over 20 % while offering the customer a 5% price reduction and \$2.4 M tooling savings. The new design is now being used on multiple platforms. Design incorporated closed, steel tube concept that replace an open stamped product.
- Led four-year effort to design impact systems that were preferred by multiple platform engineering groups.
- Led negotiations to enter into a Proprietary Agreement with an OEM to jointly develop products for automobile occupant safety utilizing closed, steel tube applications.
- Led the successful effort to meet customers' cost saving targets through product design innovations that resulted in \$4.1M annual savings.
- Increased annual sales 114% to \$30M.
- Led effort to have development responsibility for an additional \$150M worth of business.

XYZ Incorporated – Troy, MI 1996-1999**Account/Program Manager**

Managed product and program development activities that included leading 24 people from multiple disciplines to develop an aluminum space frame with an annual budget of \$2.4 M funded by an OEM. Negotiated price with the customer and represented the Detroit team at weekly reviews at Alcoa corporate headquarters in Pittsburgh, PA.

- Managed the development of an aluminum instrument panel that was deemed technically feasible by Ford Motor Company.
- Led design and launch efforts on the aluminum rear suspension cross member for Chrysler's LH platform. Design reduce product weight 5 pounds and provided over 25% more torsional and lateral stiffness.
- Selected by Ford Motor Company to represent them by serving as an advisor to a Michigan State University research team.
- Led the effort to design an aluminum sliding door for minivans that reduced weight by approximately 10 pounds or 20%.

Industry Leader Incorporated , Southfield, MI**1992-1996****Program Development Manager**

Responsible for managing the activities related to the development, program acquisition and launch of all products for General Motors and Chrysler.

- Rebuilt sales, engineering and program management departments after corporation emerged from bankruptcy.
- Developed the program development process.
- Successfully managed the expansion of two plants including the purchasing of \$12 M worth of capital equipment required to support new programs.
- Increased sales by \$32 M.

LMN Incorporated, Monroe, MI**1989-1992****Quality Assurance Manager**

Responsible for managing a group of seven individuals with the responsibility to put systems in place that would assure the quality of machined aluminum products for the automotive industry.

QRS Corporation, Farmington Hills, MI**1987-1989****Quality Assurance Manager**

Managed a department of six employees with the responsibility of installing quality and technical policies, including preventative maintenance plans that would insure the quality of the metal stamped product being produced.

EDUCATION**Michigan State University, Troy, MI**

M.B.A. – Executive Program 2003

Lawrence Technology University, Southfield, MI

B.S. – Mechanical Engineering 1995

Resume of paramedic looking to go into pharmaceutical sales.

JODY SMITH

123 Main Street • Grand Rapids, MI • 49426

Home: (555) 555-6809, Cell: (555) 555-3584 asmith@server.com

Summary: Highly talented Paramedic with relevant, hands on experience handling the administration of all types of drugs. In depth knowledge of the general properties of many drugs, dosages, and side effects.

Qualifications:

- More than eight years experience as Paramedic.
- Strong knowledge about medications and the ability to apply this knowledge in a practical sense.
- Uncommon knowledge and understanding of the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and, hypnotics, anti-convulsants, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholinergics, cholergenic, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastro-intestinal drugs, hormones, antibiotic, antifungals, antiinflammatories, serums, vaccines, anti-parasitics, and others.
- Strong ability to keep abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.
- In-depth ability to measure and re-measure drip rates for controlled substances/medications.
- Remarkable ability to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, and differentiate temperature reading between centigrade and Fahrenheit scales.
- Uncommon knowledgeable as to the stages drugs/medications go through once they have entered the patient's system and also, deep cognizance of the route of administration that is critical in relation to patient's needs and the effect that occurs.
- Highly self disciplined; excellent ability to develop patient rapport.
- Remarkable ability to function independently at optimum level in a non-structured environment that is constantly changing.
- Strong ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such.
- Strong knowledge of poisons and the ability to administer treatment.

Professional Experience

Grand Rapids Ambulance Service, Grand Rapids, MI 1999 - Present
Paramedic

- Responsibilities include pre-hospital advanced medical and trauma care, providing emergent on-scene treatment, crisis intervention, life-saving stabilization and, when appropriate, transport of ill or injured patients to emergency medical and surgical treatment facilities.

Freemont Emergency Medical Services, Cedar Rapids, MI 1996-1999
Assistant Paramedic

- Duties included dispensing of emergency operations, including medical transport, patient extrication and rescue at accident scenes, splinting and bleeding control, oxygen therapy, and medical and shock trauma assessment.

Education and Professional Training

State of Michigan Registered Paramedic

Grand Valley State University, MI
Bachelor's Degree in paramedical science (2009)

Grand Valley State University, MI
Associate Degree in Nursing (1996)