

1234 Main Street
Anywhere, US 12345

JOHN Q. PUBLIC
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Home: 555.555.5555
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INDUSTRIAL ENGINEERING • MANAGEMENT

Capital Expenditures
Cost Management
Operations Budgets

New Plant Start-Ups
Quality Assurance
Safety Management

Product Development
Project Management
Profit Improvement

CAREER HISTORY

INTERNATIONAL MANAGEMENT GROUP, Charlotte, NC

2005 – Present

Consultant – Provide payroll consultation and assistance to local multi-location restaurant franchisee during the implementation of ADP PayForce system, including ADP PayForce training.

- ▶ Processed test payrolls for 3 acquisitions prior to ADP Implementation.
- ▶ Assisted ADP and client personnel to correct/revise critical payroll calculations prior to implementation.
- ▶ Reduced and/or eliminated the high volume of manual checks generated.

PERFECT INDUSTRIES, Charlotte, NC

2000 – 2005

Engineering Manager – Supervised 13 employees performing engineering functions and ensuring customer quality standards were met. Managed/maintained Plant Labor Variance and AOP reports in compliance with corporate guidelines. Provided Cost Manager with labor cost assistance.

- ▶ Developed/implemented an AS-400 based incentive payroll, equipment acquisitions, production floor layout revisions, standard operating procedures, complete re-engineering of all incentive piece-rates.

ABC MANUFACTURING COMPANY, Charlotte, NC

1985 – 2000

Product Development Manager (1996-2000) – Primarily responsible for corporate prototype cost function (7 direct reports) and maintenance of direct labor incentive pay programs in a multi-plant environment (1 direct report). Served as Chairman of the Safety Committee.

- ▶ Assisted with start-up of 3 new plants consisting of 4 buildings (direct labor forecasts, production floor layouts, building renovations, equipment acquisitions, production capacity forecasts, staffing, training).
- ▶ Successfully recovered within 1 week from total loss of cost files and equipment due to flood with no lost production or support to satellite production facilities.
- ▶ Developed and implemented preventive maintenance programs for facilities and equipment, individual and group incentive pay plans, and process improvements.

Senior Industrial Engineer – Work Measurement (1985-1996) – Responsible for building, grounds, and maintenance budgets. Supervised 16 direct reports and was Safety Committee Chairman.

- ▶ Developed and implemented individual incentive rates and procedures resulting in direct labor savings annually of \$75,000 for Screen Print, \$50,000 for Hang/Tag/Fold, \$30,000 for Boxing Operations.
- ▶ Developed an auto adhesive spray system for Screen Print Operations that saved \$150,000 annually.

XYZ CORPORATION, Charlotte, NC

1980 – 1985

Senior Plant Engineer – Responsibilities included all direct labor, capital expenditures, equipment analysis and acquisition, plant layouts, cost reduction, and profit improvement programs.

- ▶ Converted time study rates to standard data and developed a standards file system.
 - ▶ In charge of new product start-up including: production floor layouts, electrical/plumbing renovations, equipment acquisition, and operator training and retraining.
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EDUCATION / CERTIFICATIONS / TRAINING

CENTRAL PIEDMONT COMMUNITY COLLEGE, Charlotte, NC

1980

Industrial Engineering: Engineering Graphics, Motion & Time Study, Drafting, Work Measurement

UNIVERSITY OF NORTH CAROLINA, Chapel Hill, NC

1978

B.S.B.A. Degree – Major: Management

CERTIFICATIONS / TRAINING: MTM-1 Blue Card Certified (Maynard Management Institute) – MODAPTS PLUS Certified (Professional Engineering Services) – Proficient in use of MATE (Methods Analysis and Time Evaluation) – ADP PayForce – MTM-1&2 – MOST – USD PLUS

1234 Main Street
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BETTY Q. PUBLIC
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SALES • MARKETING • BUSINESS DEVELOPMENT

More than six years of successful experience in progressively responsible and challenging marketing assignments in highly competitive industries. Highly motivated, well-organized, persistent and disciplined. Proven ability to communicate in a firm and persuasive manner and to sell concepts and/or tangibles. Solid interpersonal skills with demonstrated ability to motivate customer's staff. Work well under pressure.

AREAS OF EXPERTISE & ACCOMPLISHMENTS

Sales / Marketing – Experienced in all phases of planning and formulating marketing strategies and techniques to introduce new products and services and to expand public awareness and acceptance of established products. Have created total advertising and promotion programs based on market research and competitive analysis, including developing sales materials, establishing sales quotas and incentives, and directing local, regional and national sales efforts.

- Was personally involved in originating a corporation to market limited partnerships and financial services which generated \$30 million the first year and over \$100 million the second year of operation.
- Successfully developed/introduced a new market of lending for a major N.Y. based financial institution.
- Negotiated and established multi-million dollar lending commitments for major U.S. insurance companies with banks nationwide.
- Created an innovative direct mail promotion campaign which produced exceptional lead and sales results. Awarded first direct mail ad campaign in Florida since law change.
- Possess exceptional record of personal sales ... increased revenues with one employer from \$10 million to \$50 million in one year and increased closing percentage 75% with another.

Personnel Supervision / Training – Proven ability to recruit, select, train and motivate an effective sales force for both local and national market penetration. Have also trained and supervised sales support and office administrative personnel. Planned and conducted total sales training programs including development of training materials and sales aids.

- Increased direct sales personnel from 150 to 450 in one year.
- Created, trained and supervised office personnel in the proper use and maintenance of marketing and sales reporting systems.
- Developed sales incentives, organized/conducted sales meetings, established monthly sales letter and other communication systems to ensure maximum sales staff effort, involvement and effectiveness.

General Administration / Management – Thoroughly experienced in all areas of business management. Have organized and established totally new business and have served in various sales and general management capacities with diversified, national corporations.

- Established a financial consulting and brokerage firm from inception to a profitable operating company.
- As Assistant to the President of a major timeshare property firm was involved in all corporate decision-making. Have interfaced directly with all external corporate advisors and services including attorneys, accounting firms and financial institutions.
- Established effective cost control and operating systems.
- Successfully reduced one client's marketing costs \$10,000 per week.
- Directed the total dissolution of a direct mail and mail order company including all customer relations, accounting, legal, tax and banking responsibilities.

Personal Attributes – A profit-minded, results-oriented, self-starter with a keen sense of what is economically sound and profit worthy. A decision-maker who is able to evaluate and define sales and operating problems, ascertain solutions and increase overall profitability. Can write succinctly and make strong oral presentations. Enjoy challenging, competitive situations. Committed to success. Proven leadership abilities since early childhood, and in every position held.

MARKETING • PRODUCT MANAGEMENT • SALES

Sales / Marketing

Capable of increasing sales volume and developing new business. Attentive to the concerns and desires of customers, understand the importance of ensuring customer loyalty by putting forth that extra effort to listen and respond accordingly. Experienced in planning new promotional campaigns, and designing effective sales and marketing programs. Responsible for all public relations and customer relations.

General Management / Operations

Demonstrated leadership qualities and organizational skills with proven experience as an operations manager and personnel supervisor. Develop and implement operational budgets and controls. Experienced in setting up purchasing and inventory control systems for diverse line of products.

Communications / Human Resources

A capable communicator who can motivate personnel to perform effectively. Excellent training and development skills resulting in low turnover rate and employee advancement. Can coordinate well with executive and front-line personnel. Good at seeing both sides of an issue and working to an agreement. Insightful in customer relations situations with an eye toward future business relationships.

Personal Profile

Over fourteen years of stable work history that includes progression through the ranks in a fast-paced, customer-oriented environment. Not afraid of hard work and long hours; ready to conquer new challenges through perseverance and desire to perform at maximum capability.

SELECTED ACCOMPLISHMENTS

- ◆ **Achieved** outstanding weekly sales of \$530,000 (average transaction \$26.50 per customer) resulting in last year Operating Profit of 8.50%.
- ◆ **Awarded** "Distinguished Manager" for outstanding operational results and associate development.
- ◆ **Successfully opened** a new store and earned promotion to current flagship store.
- ◆ **Developed** two Co-Managers to Store Manager positions over the last 9 months.
- ◆ **Reduced** last year's sales trend from -10.5% to -2.1% over the last three quarters.
- ◆ **Achieved** fifth best score in the company in Associate Opinion Survey.
- ◆ **Ranked #5** in the company in Total Store Audits in 2006.
- ◆ **Attained** positive sales trend of 3.5% over previous year when District was at a 2.5% negative trend.
- ◆ **Decreased** inventory shrink by \$132,255 in first half of 2008.

EDUCATION / PROFESSIONAL TRAINING

UNIVERSITY OF NORTH CAROLINA, Chapel Hill, NC – **Business** – 2 years of degree coursework

Training: Interviewing Skills, Effective Documentation, Managing Diversity

CAREER HISTORY

ABC GROCERY STORE, INC., Charlotte, NC

2001 – Present

Manager – In charge of all human resource functions (staffing, training, documentation, personnel issues), controller functions (budgeting, forecasting, payroll, expenses), operations, merchandising, and sanitation. Supervise 152 employees and 3 Co-Managers in a store serving 20,000 weekly customers.

XYZ GROCERY STORE, Charlotte, NC

1995 – 2001

Manager – Progressed through the ranks from Bagger to Store Manager while attending college. Managed one Assistant Manager, all Department Managers and store employees. Duties similar to above position.

Mr. Ronald Trump
Trump Empire
#1 Trump Street
Trump, NY 12345

Dear Mr. Trump:

- **Grew new territory sales from \$0 base to \$1.1 million within 2 years**
- **Skilled negotiator, accomplished in securing large and small account contracts and favorable vendor agreements**
- **Company and industry association liaison with government agencies**

These accomplishments represent just a sampling of what I can do for your organization. If this sounds like a profile of the kind of person you want on your team, please read on.

My ability to develop and implement strategies that generate strong results has enabled me to reach high levels of sales performance and contribute to company growth. I serve as a "lightning rod" for customer concerns because of my excellent skills in handling client problems and needs in an effective manner.

If you are looking for a sales and marketing professional with the proven ability to achieve top performance, please call me at your earliest convenience to arrange a conference where we can discuss how my capabilities fit in with your current needs. I look forward to hearing from you soon.

Sincerely,

Ted Q. Public

Enclosure - résumé