



# RESUME TIPS IN 30 MINUTES

Manufacturing

- ▶ Employer Expectations
  - ▶ Entry-level
  - ▶ Mid-Career
  - ▶ Experienced
- ▶ Building a Resume
  - ▶ Entry-level
  - ▶ Mid-Career
  - ▶ Experienced

# OUR AGENDA

## ▶ Laurie Huspen

- ▶ Valuable Resources Company
- ▶ [lhuspen@vrc-hr.com](mailto:lhuspen@vrc-hr.com)
- ▶ (847)316-9872



# OUR PRESENTER

**Jim Jobseeker**  
1510 Address St.  
Hometown, IL 61111  
847-847-8478  
Jimjobseeker@gmail.com

#### **OBJECTIVE**

Seeking a challenging position in a growing company that will utilize my skills, experience and knowledge in Management, Operations, Sales or Transportation.

#### **EMPLOYMENT HISTORY**

**Capricorn Logistics Landstar Agent, Fleet Manager Noblesville, IN** Oct 2013 to July 2014

- Responsible for securing freight for the movement of our fleet of 20 plus trucks that consists of Vans, Specialty Crane Trailers and Flatbed Conestoga Trailers.
- Responsible for supervision of drivers and sales for new accounts as well as maintaining sales of existing accounts. Responsible for training new dispatch employees.

**Menards Hardware & Retail, Plumbing Sales Matteson, IL** May 2013 to Oct 2013

- Responsible for sales and support for the Plumbing & House-ware departments.
- Took care of guest problems and concerns with supplying them with solutions for their projects.
- Supervised and encouraged other team members with proper direction while focusing on sales.
- Maintained the proper inventories while down stocking and letting upper management know of any inefficiencies that could cause missed sales.

**S&S Nationwide Xpress, Transportation & Sales Manager Mokena, IL** March 2012 to April 2013

- Oversaw all dispatch for company drivers and owner operators of flatbed freight.
- Responsible for hiring new drivers while retaining current ones.
- Supervised over 20 drivers during pickups and deliveries.
- Negotiated contracts for new and current clients.
- Reviewed safety procedures with drivers and dispatchers.

**Dynamic Transportation, Transportation Manager University Park, IL** 1995 to March 2011

- Responsible for securing and supervising refrigerated loads for up to 50 owner operator contractors from the Midwest to the West and East Coast lines as well as the Southeast and Southwest regions.
- Tracked and scheduled appointments of loads and responsible for OS&D procedures.
- Conducted new and existing driver orientations.
- Bid on freight for current contracts and future sales.
- Attended transportation meetings with National Accounts to establish yearly goals and solidify contracts.



- ▶ Summary vs. Objective
- ▶ Certifications
- ▶ History
- ▶ Education

# EXPECTATIONS

- ▶ Consistent
- ▶ Longevity at each company
- ▶ What can you do for my company
- ▶ Recruiter specifics

## EXPECTATIONS

# BUILDING A RESUME

## Donald Firestone

donald.firestone@gmail.com • 217-217-2171  
123 Main St., Springfield, IL 62703

<http://illinoisworknet.confidentialresume.com/donaldfirestone.com>,



### Technical Skills & Certifications

Cutting Machine Operator | Forging Machine Setter | Extruding Machine Operator

- National Career Readiness Certification - Gold #VG2WCCG1786V
- MSSC - Safety | Quality Practices and Measurement Credential
- NIMS - Measurement, Materials & Safety | Job Planning, Benchwork & Layout | Manual Milling | Manual Drill Press
- NIMS - Manual Turning between Centers | Manual Turning with Chucking | Manual Surface Grinder

### Education

Lincoln Land Community College, Springfield, IL *Certificate*, 05/2014

Relevant Coursework -

- OSHA requirements and MSSC Safety coursework.
- Quality control practices and measurement
- Basic blueprint reading.
- Workflow production process compliance.
- Preventative maintenance and troubleshooting maintenance issues.
- Industrial math and reading competencies.

### Related Experience

Partman Automotive, Inc. Springfield, IL

8/2013 - 7/2014

Machine Apprentice

- Exceeded established entry-level time standards and improved operations by 15%
- Set-up 3 types of machines
- Worked in LEAN procedures
- Served as Apprentice Team leader
- Demonstrated critical thinking in quality control while maintaining a 93% quality ratio

General Motors Taylorville, IL

07/2013 - 08/2013

Machine Operator Intern

- Read basic part blue prints to gauge machine settings
- Performed conversion, computations, and calculations to maintain industry standards
- Followed instructions in the technical manuals to perform daily preventative maintenance

### Previous Work History

General Mills Packaging Springfield, IL

10/2001 - 9/2012

Production Assistant

- Distributed production schedules or work orders to departments.
- Maintained inventories of materials or supplies necessary to meet production demands.
- Examined documents, materials, or products and monitor work processes to assess completeness, accuracy, and conformance to standards and specifications.
- Recorded production data, including volume produced, consumption of raw materials, or quality control measures.

### Other Qualifications

- Responsible and detail oriented.
- Self-learner and self-motivated.
- Works well under stress.
- Skilled in problem solving, analysis and innovation

Template from Illinois  
workNet Resume Builder



# BUILDING A RESUME

Illinois workNet Resume Building Tool - <http://illinoisworknet.com>

## TECHNICAL SKILLS

- Familiar with Lean Manufacturing methods: JIT, ERP, TQM, and Kaizen Techniques
- Experience with ProModel simulation software to plan, design, and evaluate manufacturing situations
- Excellent computer skills - hardware and software

## EDUCATION

Illinois Central College, East Peoria, IL CNC Certification May 2014

## RELEVANT COURSEWORK

LEAN  
Conversion Computations  
Machine Set-Up & Operation  
Work Flow Scheduling  
OSHA requirements

Geometric Dimensioning & Tolerance  
Measurement Compliance  
CNC G&M editing procedures  
Blue Print Reading

## EXPERIENCE

General Electric Transportation Systems (GETS)  
*Productivity Intern*

Peoria, IL  
10/2013 - 4/2014

- Utilize effective, safety-enhancing workplace practices.
- Managed quality practices and measurement at 97%.
- Effectively read blueprint to set-up and operate CNC machinery.
- Determine workflow for 3 production applications.
- Maintained product and process compliance by GETS standards.
- Identified 2 potential maintenance issues resulting in saving the organization from a 2 day shut-down.
- Performed routine maintenance procedures.
- Recalibrated 3 machines to maintain proper tolerances.

PMP Fermentation Products, Inc.  
*Machine Operator*

Peoria, IL  
2-2006 to 10-2011

- Experience in issuing of line clearance at every step of batch manufacturing
- Hands-on process quality assurance checks for tablets, capsules and liquid orals
- Develop and coordinate test plans
- Worked as a team member to oversee 4 lines
- Reported on testing activities
- Maintained a 98% quality ratio
- Escalated any serious issues encountered to management.
- Completed a daily shift report for line

## CERTIFICATIONS

- NCRC - Platinum #BVC556MMM1234MSSC - Safety & Production Certificate
- MSSC - Safety & Certified Production Technician
- NIMS - Measurement, Materials, & Safety, Job Planning, Benchwork, & Layout, Manual Milling, Tuning between Centers, Turning with Chucking, Surface Grinder, & Drill Press
- NIMS - CNC Turning & Milling Operator, Programming Setup and Operations

## VOLUNTEER ACTIVITIES

Literacy Volunteers of America - mentor and fundraiser



▶ Bullet Points

▶ Eye Appeal

▶ Nice Flow

Template from Illinois  
workNet Resume Builder



# BUILDING A RESUME



- ▶ Be precise
- ▶ Explain cost savings
- ▶ Explain solutions



## BUILDING A RESUME



# QUESTIONS

For more information:

Email – [info@illinoisworknet.com](mailto:info@illinoisworknet.com)

Visit us at:

