Utilizing Accomplishments in a Resume

The two basic styles for a resume are: (examples follow)

- Chronological
- Functional

The Chronological style is to follow the pattern of work history and list accomplishments under each position.

In the Functional style, it is recommended that you select 2-3 major groups (such as Sales, Management, Administration) and list accomplishments that reflect the specific group.

You will need to determine which style best suits your work experience and accomplishments (see specific examples attached).

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FUNCTIONAL OUTLINE

JOHN Q. PUBLIC
City, State Zip
https://www.linkedinURL
(918) 000-0000 (Home)
(918) 000-0000 (Office)

SUMMARY

2-3 sentences giving credibility to career objective and selling your experience and strengths.

ACCOMPLISHMENTS

Management

- Accomplishment
- Accomplishment
- Accomplishment

Sales

- Accomplishment
- Accomplishment
- Accomplishment

(Target is 14-17 accomplishments)

Marketing

- Accomplishment
- Accomplishment

CAREER EXPERIENCE

XYZ Corporation, Tulsa, OK — 1997-2010
Vice President, — 2002-2010
Manufacturing Director of Engineering — 1997-2002

ABC Corporation, Tulsa, OK — 1992-1997
Plant Manager

ACE Manufacturing, Sand Springs, OK — 1990-1992
Manufacturing Supervisor

EDUCATION

Degree/Diploma, Area of Study, School/University, City, State

PROFESSIONAL AFFILIATIONS or TECHNICAL EXPERTISE

Optional, as space allows or to fill in space.

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GERALD W. OLSEN
Milwaukee, WI 56789
https://www.linkedin.com/in/geraldo
(414) 333-6677 (Home)
(414) 444-7788 (Office)

SUMMARY

A "hands on" manager with a facility for problem identification/resolution and demonstrated success in managing all aspects of a manufacturing operation. Highly successful at cost control, situation management; staff development and goal attainment. Excellent communication and well-developed interpersonal skills leads to productivity.

REPRESENTATIVE ACCOMPLISHMENTS

General Management

- Employed with a two year deadline to either turn around or close an operation that had been in the red for ten consecutive years. **Reduced operating expense by 40%**, improved product lines offered and generated a profitable quarter in 14 months.

- Managed an repair and refurb operation having an annual budget in excess of **$18 million**. Grew the operation from 167 employees generating **$250,000** in revenue per month to 415 employees generating **$1.5 million** per month.

- Managed a manufacturing facility with an annual budget of **$3 million.** Under previous management, the operation was running at an annual loss of $600,000. Restructured the organization, reduced headcount by 10% and broke even the first year.

- Managed a division with **$2 million** annual payroll providing turn-key computer aided dispatch systems to police and fire departments. Grew the customer base from one accepted system to 19 in three years while **reducing contract cost overruns from 40% to 3%**.

Manufacturing Operations

- Generated and installed a cost tracking/reporting system encompassing four manufacturing facilities (three located off-shore) actual product cost to planned cost for each facility. **Reduced manufacturing variances to ± 1% of plan**.

- Developed in-house printed circuit board (PCB) manufacturing capability for double sided boards generating an **annual cost savings of $25,000**. Reduced response time for production changes, decreased inventory levels and increased contributed value.

- Developed in house fabrication capability for sheet metal chassis and enclosures. Recovered the complete cost of the facility in the first year and **secured outside contracts worth $100,000** for sheet metal parts.

- Developed and installed new process, equipment and assembly aids to mechanize the PCB assembly area. **Reduced** assembly **errors** by **70%** and **increased output** by **45%** reducing the labor cost of PCB's by over 50%.

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Manufacturing Operations (continued)

- Planned and implemented a manufacturing facility to move to another state. Setup the new manufacturing area. **Reduced assembly errors by 68% and increased output by 39% reducing the labor cost of PCB's by over 47%**.

- Established time standards for each sub-assembly, assembly and system, installed a labor reporting system on the factory floor. Increased production by **20%** and reduced overtime from 25% per month to less than **4%**.

- Assigned a troubled material planning/purchasing group responsible for planning/controlling $80 million of field service inventory. Restructured the group and defined planning criteria which improved morale effectiveness and indentified over **$20 million** of excess inventory.

- Generated a planning requirements system for assemblies repaired in-house that generated a three month requirement in monthly increments. Increased productivity by 20% which allowed accepting responsibility for new products with no additional headcount.

Engineering

- Assigned to manage a troubled component engineering department to provide direction, standardization, responsiveness and uniformity of work assignment. **Reduced backlog from 6+ months to zero within one year**.

- Created a vendor approval/rating system resulting in a **reduction of component inventories** by **one third** and **component cost by 15%** over a 14 month period without adversely impacting production scheduled due to parts availability.

- Established a design philosophy/approach for a new memory system that minimized design proliferation, reduced manufacturing cost by **15%** while improving system flexibility and performance. Reduced engineering design changes by **87%** from previous systems.

BUSINESS EXPERIENCE

Kimberly Computer Corporation, Milwaukee, WI	1997-2008
Director, Planning & Purchasing	2007-2008
Vice President, Service Support Engineering	2005-2007
Director, Repair Operations	2004-2005
Director, Operations 2nd Shift	2004
Director, Manufacturing Engineering	2003-2004
Director, Logistic Support Division	2000-2003
Manager, Manufacturing Engineering	1997-2000

Progressive Manufacturing Engineering Management and Plant Management responsibility with such prestigious companies as RCA and General Electric. 1985-1997

EDUCATION

B.S. Electrical Engineering, University of Wisconsin, Madison, WI

Patents Issued: 4433221, 1122334

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