

## **John Doe**

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6722 South 22nd Street ~ Terre Haute, In. 47804  
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### **OBJECTIVE**

### **HR General**

*A position as an active employee, involving responsibility and working with others as a team member to achieve advancement and growth for the company.*

### **QUALIFICATIONS**

- Production Supervisor 4 years hands on experience.
- Supervising 16 employees in production and packaging depts.
- Business Owner 7 years hands on experience.
- Production scheduling, purchasing production supplies.
- 29 years manufacturing experience.

### **WORK HISTORY**

*2002-2009: Quality Assurance Tester at XYZ STEEL INC.*

*2002-1998: Production Supervisor Printing Company XYZ*

*1991-1998: Printing Company XYZ*

*Position: Pressman-Machine Operator*

- 8 color 10 inch Mark Andy---- 8 color Comco-10 inch

*1985-1991 XYZ MOVING & STORAGE*

*Position: Manager*

*Duties: Customer contact, giving estimates, supervising 4 employees, loading and unloading truck from personal property to safes and machinery for business.*

*1983-1985 XYZ MOVING & STORAGE*

*POSITION: Truck Driver-2 years*

*Duties: Driving truck and responsible for loading and unloading trucks. Held accountable for all paperwork.*

*1973-1983 CBS*

*POSITION: Machine Operator-10 years*

*Duties: Production on 12 hour shifts. Filled in for supervisor on vacations.*

### **EDUCATION**

*Associates Business, 1972*

*ISU Terre Haute, Indiana*

*IVY Tech, Terre Haute, In.--Special courses and seminars.*

*Computer Proficient: Windows XP, Word, Excel, Power Point, ect...*