

ROBERT SMITH

Operations Intern

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Performing individual with a highly motivated, solution-focused mindset with incredible work ethic. Seeking to utilize vast experience, recent education and years of training to obtain a position in Supply Chain Operations.

CORE COMPETENCIES

Microsoft Office, Adobe In Design, Languages: French, English, Italian, Spanish, Chinese.

PROFESSIONAL EXPERIENCE

Operations Intern

ABC Corporation - June 2015 – September 2015

Key Deliverables:

- Designed and fabricated a fixture to standardize a specimen sampling procedure for ASTM international standards.
- Developed plans to integrate a 2-Bin system for a newly renovated CER.
- Created and updated Manufacturing Process Instructions (MPIs) for both new and existing procedures.
- Investigated and wrote the engineering justification and disposition for a Non-Conforming Materials Report.
- Performed time studies for R&D, Mfg., and Production to determine internal capacity and areas for process improvement.
- Conducted routine calibration and preventative maintenance on equipment used throughout the Sunnyvale facility.
- Worked closely with vendors in the integration of new equipment and supplies for process improvement projects.

Operations Intern

ABC Corporation - 2013 – 2015

Key Deliverables:

- Collaborated with a team of interns to save Gentex \$1 million.
- Collected and analyzed OEE data pertaining to daily operations.
- Used Oracle Business Intelligence Software to perform analyses on data.
- Created a Key Performance Indicator visual display to help set goals for operations.
- Set up and demonstrated a system for the materials team to keep track of team metrics.
- Prepared weekly and monthly operation reports.
- Used Microsoft Visio to create Value Stream Maps for different operations in the warehouse..

EDUCATION

ROBERT SMITH

Operations Intern

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Bachelor of Science in Industrial Engineering - (California Polytechnic State University)