

Ellie Engineer
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OBJECTIVE To obtain an entry level position in the field of Industrial Engineering

EDUCATION

BS Industrial and Systems Engineering, GPA: 3.9/4.0

San Jose State University, San Jose CA, expected 5/20xx

Relevant Coursework: Lean Manufacturing, Operations Planning and Control, Service Systems Engineering and Management, Supply Chain Engineering, Operation Research, System Simulation, Work Methods Design and Measurement

SKILLS & CERTIFICATIONS

Technical: AutoCAD, ProE, Solid Works, C++, Java, Pro-model, Minitab, SAP, Statistics, SPC, Lean, Manufacturing, 5S, Microsoft Excel, Microsoft Visio, Microsoft Access

Certificates: Six Sigma Green Belt (SJSU), 20xx

RELEVANT PROJECTS

Supply Chain Management & Logistics, SJSU & Technology Company X, Spring 20xx

- Led a team of three to establish a strategy for procurement of servers for Company X
- Designed and implemented a more efficient method of ordering servers by optimizing the balance between revenues generated from sections and costs of holding and ordering
- Resulted in an expected savings of over \$200,000 per quarter and project earned "A" grade

RELEVANT EXPERIENCE

Lean Manufacturing/Supply Chain Intern, XYZ Corporation, San Jose, CA 20xx – present

- Successfully assisted in designing lean metrics, creating Value Stream Maps and implementing lean initiatives to support cost saving and efficiency priorities
- Investigate lean ideas to solve supply issues, reduce lead times and reduce inventory costs
- Develop standards for work procedure, line balancing, WIP and cycle times in a timely manner

Industrial Engineer Intern, Manufacturing Company ABC, Santa Clara, CA 20xx – 20xx

- Performed 3 Lean Manufacturing projects which resulted in a 30% headcount reduction, over \$600,000 in annual savings and a reduced production schedule
- Rebalanced 3 manufacturing lines and trained workers in new procedures
- Assisted in the documentation of new work procedures and layouts
- Worked with SAP and PDM to make production flowcharts to ensure consistency throughout the manufacturing process
- Received Six Sigma and 5S trainings, as well as co-instructed Lean Manufacturing training

ACTIVITIES/AWARDS

Vice President, IIE SJSU Student Chapter August 20xx – present

- Conducted campus outreach to ISE students about IIE, resulting in a 10% increase in membership
- Coordinated weekly meetings for groups of 15-25 students on different professional development topics including resumes, networking, and current industry trends
- Invited guest speakers from local companies to discuss tips for professional success

Member, Institute of Industrial Engineers September 20xx – present

Member, Pi Tau Sigma Engineering Honors Society January 20xx – present

Accomplishment Statements

- **TAILOR** your resume by writing accomplishment statements that clearly **DEMONSTRATE** what you did vs. simply listing duties or responsibilities.
- Employers want to know how you can **ADD VALUE** to their team or organization based on what you have done in the past.
- Feature information that highlights your **QUALIFICATIONS** and supports your objective. Provide specific **EXAMPLES** of your accomplishments, skills and results.

Accomplishment Statement Examples

1. Begin your statements with an **ACTION VERB**.
2. Describe the **ACTION** you took and the **SKILLS** you used or learned.
3. Include the **RESULT, OUTCOME, OR LEARNING**.

Before: Responsible for customer service.

After: Selected as the primary agent to handle irate customers. Recognized for ability to calm clients, resolve problems, and follow through. Resulted in strong customer relations.

Before: Designed an online ordering system.

After: Conceptualized, designed, and built an online ordering system to customize and order a burger online using Java, JSP, and Oracle 11i. Followed the agile methodology for software development and created a highly effective product.

Before: Led a team of student volunteers.

After: Recruited and managed a team of 10 student volunteers. Coordinated and implemented an organization-wide new student orientation which led to highest satisfaction rating by students and parents.

Before: Responsible for writing business plans.

After: Effectively demonstrated writing skills through the creation of a district business plan that reduced expenses by 10%.

Before: Rebuilt a model radio for resale.

After: Rebuilt a 1900 Philco model radio using research and technical expertise which returned a 250% profit upon sale.