**Your Name**

150 W. University Blvd., Melbourne, FL 32901 | [Name@my.fit.edu](mailto:Name@my.fit.edu) | 321-555-1212

**Education**

**Florida Institute of Technology,** Melbourne, FLDec 2021

Master of Science – Supply Chain Management, GPA: 3.75

**Texas A&M – Kingsville,** Kingsville, TXMay 1996

Bachelor of Science, Mechanical Engineering GPA: 3.45

**Skills**

Leadership, ASQ Certified Quality and Reliability Engineer (CRE/CQE) 2001/2002, AutoCAD, Manufacturing, Machine Tools, Logistics and Budget Planning, Business Research, MS Office including Access, in-active security clearance

**Experience**

**Florida Institute of Technology,** Melbourne, FL Dec 2018 – Present

*Business Plan Research for Startup Company*

* Analyzed regional marketability of proposed business entity covering four-year span
* Estimated start-up and maintenance costs including facilities, labor, advertising, and materials
* Presented findings and produced results using computer-aided design.

**XYZ Corporation, Instruments Division,** Anywhere, FL Feb 2001 – Present

*Manager, Hardware and Service Business Units*

* Led manufacturing of products from consoles and batteries to footswitches and cables with both Electrical and Mechanical challenges
* Produced an average of 14,000 items per month, with annual total sales of $30 million
* Maintained a finished goods inventory of $450k, while reducing Days of Inventory by 20% in 6 months
* Increased the service unit profit margin 20% from 2003 to 2004

*Quality Engineer, Service and Micro Business Units*

* Provided quality engineering support to 40 assembly technicians in an ISO and FDA-regulated environment
* Implemented a loaner preventative maintenance program using reliability and statistical methods.
* Participated in the development of four new products or line extensions

**United States Army Officer; Active Duty and Reserve** Jan 1997 – Dec 2005

*Company Commander, 2d Battalion, 330th Infantry Regiment, Reserves*

* Responsible for the readiness, training, and morale of 15 drill sergeant reservists
* Commanded the first-ever Drill Sergeant Preparatory Program for 12 candidates resulting in a Drill Sergeant
* School graduation rate of 75%; normal graduation rate is 33%
* Deployed annually to Fort Benning, GA to integrate company with active duty battalion and provide two weeks of rigorous Infantry Basic Training for over 250 enlistees

*United States Army Officer, Captain, Corps of Engineers*

* Developed the complete Battalion Budget for Fiscal Year 2005
* While on Active Duty, advised the Division Commanding General on priorities and status of all construction and maintenance of over 150 facilities within the Division, impacting the quality of life for 17,000 soldiers
* Awarded the Meritorious Service Medal for outstanding facility management

**Honors & Activities**

* Dean’s List
* American Production and Inventory Control Society (APICS)