

# JOE JOBSEEKER

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## CURRENT ADDRESS

123 Main Street  
Rapid City, SD 57701  
(605) 394-xxxx

## PERMANENT ADDRESS

Box 111  
Hometown, SD 57101  
(605) 555-xxxx

## OBJECTIVE

A full-time industrial engineering position with special interests in lean manufacturing.

## QUALIFICATIONS SUMMARY

Six Sigma –Green Belt certification  
Engineering co-op and internship experience with Fortune 500 companies  
Strong teamwork, organizational, and analytical skills  
Ergonomic expertise  
Proficient in AutoCAD, Minitab, SolidWorks, Arena, Project

## EDUCATION

### Bachelor of Science, Industrial Engineering

South Dakota School of Mines and Technology (SDSM&T), Rapid City, SD  
Degree Expected: May 2009  
Major GPA: 3.4; Overall GPA: 2.9

## EXPERIENCE

**Industrial Engineer Intern**, Michelin, Greenville, SC Summer 2009  
Conducted work measurement studies of drivers, sorting systems, and loading operations. Assisted in developing a workshop presentation for supervisors.

**Industrial Engineer Co-op**, Rockwell Collins, Cedar Rapids, IA Jan-Aug 2008  
Applied Lean Manufacturing principles in a production environment. Constructed process flow charts for products in development. Gained experience in initiating and completing engineering change orders and process documentation.

Server, Minerva's Restaurant, Rapid City SD Jan 2007 -May 2007  
Provided friendly customer service. Developed interpersonal skills.

## RELEVANT PROJECTS

**"Human Powered Vehicle"** 2007-present  
Worked on a team to design and build an aesthetically unique human-powered vehicle that focuses on ergonomics, the team members' safety, and the ability to succeed in all aspects of competition. Team won 6<sup>th</sup> overall place among 24 teams at 2007 West Coast HPV competition (team project)

**"Facility Layout - Merillat Industries"** Fall 2007  
Evaluated the layout of the particleboard manufacturing plant and modifications to accommodate the installation of new equipment. Presented recommendations to plant supervisors. Involved in a Kaizen event for warehouse space utilization. (team project)

**"Work Station for Black Hills Workshop Clients"** Fall 2007  
Analyzed current work station used by clients with disabilities. Used SolidWorks to create a work station model that was low cost and ergonomically designed for a wide range of individuals. Presented findings to Workshop management team. (team project)

## HONORS AND ACTIVITIES

Institute of Industrial Engineers, SDSM&T Student Chapter 2007-present  
Vice-President 2008-09  
Coordinated IIE community service project Spring 2008  
Student Association- Sophomore Representative 2007-2008  
United Way Day of Caring Volunteer-SDSM&T Team Fall 2008

**REFERENCES**

Available upon request

SAMPLE