

SAMPLE STUDENT

Palatine, IL 60067

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SUMMARY

CNC Manufacturing Professional with progressive leadership in manufacturing environment. Extensive experience in encouraging teamwork, employee relations and motivation. Effective project manager who uses interpersonal skills to accomplish team's objectives. Experience in administering company policies and developing and implementing process improvements that increase productivity. Competency in database navigation and data entry.

PROFESSIONAL EXPERIENCE

CNC Manufacturing Manager

Rexnord, Chicago, IL

May 20xx to Present

- Direct and coordinate the activities of employees including planning and establishing work schedules, assignments and production sequences
- Enforce safety regulations and lead safety training workshops for 25 employees
- Keep records of employees' attendance, hours worked and submit to payroll
- Read and analyze charts, work orders and production schedules to determine production requirements and evaluate current production estimates and outputs

CNC Programmer

SPYCO Industries, Burr Ridge, IL

January 20xx to April 20xx

- Programmed CNC machines from blueprint to finished part
- Assisted machine operators and other programming staff as needed
- Inspected product and resolved any programming and quality issues
- Maintained organized and accurate data programs, files and setup drawings for product
- Followed proper safety procedures and quality standards by strictly adhering to all documented procedures

CNC Machinist/Programmer

LB Steel, Chicago, IL

February 20xx to December 20xx

- Read and interpreted prints, layouts and other documents to produce component parts that met design specifications and company quality standards
- Performed set-ups and operated jobs routed to assigned machines and met production standards required for department
- Checked work within close tolerances and inspected component parts using micrometers, calipers, thread gauges and dial bore gauges throughout process
- Completed necessary paperwork on a daily basis

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science, Advanced Manufacturing Technology

Specialized Area of Study – Precision Machining

Computer Numerical Control Operator II Certificate

Computer Numerical Control Operator I Certificate

Manufacturing Production Certificate