

HANDOUT #3: SAMPLE COMBINATION RESUME

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OBJECTIVE

To obtain a position where I can utilize my management, customer service and quality control experience in the manufacturing industry.

SUMMARY OF QUALIFICATIONS

Results-oriented, hands-on professional, with a successful record of accomplishments in the manufacturing and logistics industries.

Major strengths include proven leadership skills, excellent communication skills, supervisory skills including human resource management and other administrative tasks. Thorough knowledge of current manufacturing and logistics practices with a clear vision to accomplish company goals.

PROFESSIONAL ACCOMPLISHMENTS

- Facilitated educational projects to ensure safety regulations and OSHA compliance. Reduced accident rate by 80%.
- Established a new personnel program for hiring, training and motivating new employees which reduced turnover by 40%.
- Provided daily operational review/quality control of manufacturing processes as it relates to imposed government regulatory requirements increasing company profitability by 20%.
- Developed a new maintenance program, including streamlined forms and records, which saved the company \$50,000 annually.

WORK HISTORY

Operations Manager, UA Manufacturing, Portland, OR: 2000 - Present

Transportation Manager, Cross America Transport, Portland, OR: 1995 - 2000

Property Manager, Martin Development, Inc., Portland, OR: 1993- 1995

EDUCATION

Bachelor's Degree in Business Administration, University of Oregon

National Career Readiness Certificate – Gold Level