**FIRSTNAME LASTNAME**

Martin, TN 38237 | 731.123.1234 | email@ut.utm.edu

**SUMMARY OF QUALIFICATIONS**

* Detail oriented and consistently follow-up as needed to support open communication
* Flexible team player committed to establishing and completing goals
* Intrinsically motivated to achieve, requiring minimal supervision on projects
* Effective communicator, easily building rapport with colleagues and customers
* Proficient in Microsoft Office (Excel, Power Point, Word) with some machining experience

**EDUCATION**

**University of Tennessee at Martin** (Martin, TN) | *Bachelor of Science in Engineering*; May 20XX

* Industrial Engineering Concentration
* GPA: 3.68

**Nashville State Community College** (Nashville, TN) | Aug 20XX – May 20XX

* Completed prerequisites
* GPA: 4.0

**EXPERIENCE**

**Hawkins, Inc.** (Memphis, TN) | *Operations Intern*; May 20XX – Aug 20XX

* Analyzed and evaluated manufacturing methods and standards, resolving operator safety issue
* Collaborated with cross-functional team to update flow charts and staff project spreadsheets
* Performed operation studies and engineering analysis to recue time loss

**Altria** (Nashville, TN) | *Manufacturing Intern*; May 20XX – Aug 20XX

* Balanced multiple assignments simultaneously, meeting goals for all
* Scheduled, budgeted and served as resource during project start-ups
* Conducted process/product capability studies

**Tennessee Bun Company** (Dickson, TN) | *Factory Worker*; Aug 20XX – May 20XX

* Rotated through all tasks required to complete production process efficiently
* Completed production reports to communicate team production level to management

**Nashville State Community College** (Nashville, TN) | *Computer Lab Monitor*; Oct 20XX – Apr 20XX

* Oversaw daily performance of computes.
* Answered guest inquiries regarding computer software or hardware operation to resolve problems.
* Prepared evaluations of software or hardware, and recommended improvements or upgrades.

**ACTIVITIES**

[**Institute of Industrial and Systems Engineers**](http://www.iise.org/): *Member*, 20XX – present

**Social Fraternity**: *Sergeant-at-Arms*, 20XX – present; *Member*, 20XX – present

**Campus Ministry**: *Member*, 20XX – present

**Habitat for Humanity**: *Volunteer* (120 hours), May 20XX