

JOHN SMITH
 123 Main Street
 Anywhere, US 00000
 (000) 000-0000

OBJECTIVE

Position as Buyer with Northern California Mechanical Systems, Inc.

HIGHLIGHTS OF QUALIFICATIONS

- Relate easily with all levels of personnel, from laborers to management
- Able to work under pressure and complete projects on time
- Experience specifying and recommending tools, equipment, materials
- Innovative in designing procedures relevant to materials
- Background and education in materials technology and machining

TECHNICAL EXPERTISE

- Specified and ordered materials and equipment used in machining, maintenance and installations
- Audited conditions of incoming finished and unfinished materials:
 - ✓ set up a log of all incoming materials (tubings, fittings, machine parts, etc.
 - ✓ inspected contents
 - ✓ documented findings
 - ✓ reported to shipping authorities.
- Used schematics, blueprints and manuals for machining of parts and maintenance of equipment
- Performed welding, using gas and arc systems
- Supervised other welders
- Operated engine lathes, milling machines, shapers, surface grinders, honing machines and cylinder grinders

ADMINISTRATIVE EXPERTISE

- Performed a cost evaluation, saving the company \$15,000 by choosing local fabrication rather than overseas purchase
- Set up an inventory system for \$200,000 in spare parts
- Researched potential markets for power generation maintenance services
- Designed effective system to document maintenance history for Phillips Petroleum
- Coordinated timely distribution of critical parts to repair sites for U.S. Navy and General Electric

EMPLOYMENT HISTORY

- | | | |
|----------------|---------------------------|---------------------------------------|
| • 1998-present | Independent Contractor | Mechanical Equipment Power Specialist |
| • 1987-98 | Power Plant Services, Inc | Field Service Rep |
| • 1976-87 | General Electric Company | Machinist |

EDUCATION

A.S. Materials Technology, LANEY JR. COLLEGE, Oakland CA

CONTINUING EDUCATION

Gas Turbine Diploma	JETMA TECHNICAL INSTITUTE
Field Service Engineering Diploma	GENERAL ELECTRIC
Maintenance Material Control Diploma	U.S. NAVY

PROFESSIONAL AFFILIATIONS

American Society for Metals
 American Welding Society