Kathy C. Heldt

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**Objective**

For an industrial engineer, facing new challenges and hurdles of process management and finding solutions in order to reach the productivity level requires great expertise. Being an associate of a vast manufacturing process, I like to overcome all these hazards with my best knowledge, skills, and attitude in order to maximize output level, product excellence, customer satisfaction, and profitability.

**Skills**

* Believes in logic based procedures and ideas and possess a diagnostic approach.
* Thorough to multifaceted job profile and holds quick learning capability.
* Expert in team management; capable to motivate manpower and maximize machine hour by employing the newest techniques and minimizing machine downtime.
* Proficient in numerical analysis and comprehends a standard of workmanship; alertness to find variations, and excellent problem solving attitude.
* Comprehensive knowledge in workers’ safety measures and protection issues relating to labor laws; a good listener and confident to deal with different issues of vendors and clients.
* Accustomed to working under pressure with a number of challenges; high level of coordinating outlook.

**Experience**

**Production and QC Executive**

DBK Products Limited, Dallas, TX

(2013 - Present)

* Production schedule; job assignment; supervision of process steps and meeting the daily target.
* Meeting with team people to understand their individual problems; finding new techniques to increase production and assure no waste production.
* Routine verification of machine, tools, control panels, and performing of conveyor belts with the plant engineer; targeting to minimize machine down time.
* Daily meetings with plant manager and production supervisor to monitor productivity and product standards to meet required specifications quality assurance. If any deviation is found, immediate steps are taken to find faulty process areas.
* Meeting with vendors to negotiate quality, price, and delivery schedule; sitting with machine-tool suppliers and service providers; arranging for renewal of service contracts.
* Reporting to plant manager and management; administrative jobs.

**Process Engineer**

EKW Engineering Works, Daly City, CA

(2011 - 2013)

* Worked in a group of process engineers under the supervision of a production manager; prepared job schedules based on customer orders and assigned jobs to machine men.
* Daily meetings with the production chief, manager, and the team leaders to convey the last day’s production status, backlog, and planning current date assignments.
* Ensuring process level chain is in order and capable to meet the target production at the day-end; instant measure to solve breakdown of implements with the help of indoor and outdoor engineers; reporting to supervisor and production manager.

**Education**

**Agile Certification Course**

In-house QC course (sponsored by DBK products) (2014)

**Bachelor’s degree in Industrial Engineering**

University and College, Georgia (2012)

**High Schools Degree in Science**

Tech Institute, Dayton, OH (2007)