

SAMPLE CHRONOLOGICAL RESUME

NITA JOB

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OBJECTIVE To obtain a Research & Development position

SUMMARY OF QUALIFICATIONS

- Seasoned professional with significant field experience in manufacturing, including technology development and management
- Successful start-up of an R&D facility within time and budget constraints
- Honored for excellence in technology invention and development
- Solid leadership, teamwork and project management capabilities
- Fluent in Spanish and English

EDUCATION, HONORS & CERTIFICATIONS

Master of Science in Engineering December 2001
Bachelor of Science in Engineering December 1999
University of North Texas Denton, TX

MIT Sloan School Executive MBA Program

Certificate, “Developing & Managing a Successful Technology & Product Strategy” and “Strategic Marketing Planning” 2001

Certified, Energy Control & Management Professional 1994
Certified, Pollution Prevention Management Professional 1993

PROFESSIONAL EXPERIENCE

Manager, Technology & Development May 2003—present
Texas Design Anywhere, TX

- Designed new technological marketing organization and pre-start up of the function as a member of the Marketing Design Core Team
- Designed and implemented a new technological marketing organizational structure
- Increased output of the Marketing Team by 50% with results confirmed by a marketing survey

Manager, Engineering January 2002—April 2003
California Design Anywhere, CA

- Planned, designed and implemented a new R&D structure using the facility’s specifications
- Created organizational philosophies to concur with the improved structure
- Selected site for a new building, while remaining within budget constraints
- Created the conceptual plan and design for a new R&D function in Los Angeles

PROFESSIONAL ASSOCIATIONS

Member, Society of Women Engineers Dec. 1999 - present
Member, Institute of Electronics and Electrical Engineers Aug. 1997 - present