Klaxos

We Know What Recruiters Want

LinkedIn Profile, Resume and Career Optimization Services by Klaxos

www.klaxos.com | support@klaxos.com

Summary Builder

The summary should communicate who you are and what you can do for a company. An effective summary will drive the content of the rest of your resume and should always contain four key elements:

1. **Branding** - who you are professionally - your functional title and level
2. **Hard skills** - your specific areas of functional expertise
3. **Soft skills** - your strengths, experience and attributes
4. **Impact** - your overall impact/contribution

The following sample summaries capture these elements and are organized in various ways:

Senior **mechanical engineer** highly adept at driving production development efforts for existing products and new products. Extensive experience in precision manufacturing, aerospace and automotive industries. Skilled in variety of engineering environments and capacities from design of complete industrial vehicles, electro-mechanical components and testing of hydraulic systems.

- Design Engineering
- Project Management
- Product Development
- Quality Assurance
- Regulatory Compliance
- ISO 9000
- Vendor Management
- Customer Service
- Construction

Process-oriented **material planner** who consistently provides proper flow of raw material and finished goods to achieve sales, production and inventory goals. Expert in all aspects of materials planning including transportation logistics, procurement, inventory control, production build plans and various MRP/ERP systems. Uses communication, organizational, analytical and problem-solving skills to ensure on time order delivery.

Chief Executive Officer with a proven track record leading Fortune 100 firms to sustained profitability. Specializes in startup and turn-around operations. Broad experience including general management, marketing, strategic planning, cross-border business applications, product development and e-commerce. Adept at optimizing global resources, generating significant cost savings and promoting innovative solutions in complex environments. Frequent industry keynote speaker at large conferences. Expertise includes:

• Financial Modeling	• New Business Initiatives
• Operational Efficiencies	• Customer/Service Enhancements
• Margin Enhancement	• Talent Development & Utilization
• Vendor/Outsourcing Strategy	• Global Operations

Reliable **electronics assembler** experienced in assembling and modifying electrical and electronic equipment including computers, motors and batteries. Always willing to work overtime. Consistently completes work accurately and on time. Certified in ISO 9001 standards. Technical skills include:

- Reading and understanding drawings, blueprints and schematics
- Knowledge of Windows 95, 98 and document view system (DVS)
- Soldering and crimping including surface mount technology (SMT)
- Hand tools including screwdrivers, pliers, cutters, wrenches

Resourceful **administrative** professional with extensive experience providing support to executives and departments. Skilled in coordinating conferences, projects, meetings and travel arrangements. Able to balance the needs of management, provide excellent customer service, and maintain confidentiality and schedules with ease. Utilizes strong organizational, planning, and communication skills toward improving operational efficiency. Proficient in MS Outlook, Word, Excel and PowerPoint.

Strategic **human resources** professional with broad experience implementing a variety of programs contributing toward employee development and productivity. Highly effective in partnering with managers to influence employees toward achievement of organizational goals. Exceptional interpersonal and written communications skills. Known for ability to assess and resolve a wide range of issues. Expertise includes:

- Employee Relations
- Learning & Development
- Talent Management
- Recruitment & Selection
- Performance Management
- Teambuilding

Supply chain professional with proven success achieving on-time delivery metrics while minimizing on-hand inventory levels. Comprehensive background in purchasing, distribution and demand and supply balance. Disciplined problem-solver with excellent analytical and negotiation skills and a commitment to continuous improvement. Experienced in several Enterprise Resource Planning (ERP) systems including SAP. Six Sigma Black Belt.

Business development executive with a proven track record of identifying market opportunities to increase revenues and market share. Skilled in clarifying issues, advocating solutions, mobilizing cross-functional support and facilitating decision-making in complex situations. Excellent leadership, problem-solving and relationship building skills. Expertise includes:

- Partner & Alliance Management
- Major Account Management
- New Business Creation
- Corporate & Product Strategy
- Licensing & Acquisitions
- International Business Arrangements

Technical writer and editor with strong background in high-tech and scientific communications. Consistently produces well written, thoroughly edited books, manuals, reports, periodicals, web-based content, press releases, and marketing materials ahead of schedule and below budget. Major strengths include ability to liaise with internal departments, subject matter experts, and target audiences and successfully integrate customer concerns and requirements into effective written material.

Analytical **software engineering** professional with extensive experience in all phases of software development life cycle. Effectively analyzes, designs and implements global enterprise e-commerce products with multitier client server architecture that encompass micro, server, midrange and mainframe computers. Enhances existing systems with new features and performance improvements. Core strengths in:

• Object-oriented Design & Programming	• Data Model & Database Programming
• Product Conception, Design & Specification	• Leading Project Teams
• Cross-Function Communication	• Troubleshooting & problem-solving