

**Sunny Day**  
123 Main Street, Everett, WA 98201  
iwantajob@xyz.com  
425-678-9012

**OBJECTIVE:** To contribute to the Boeing Company's success as a Product Definition and Change Planning Specialist.

**COMPETENCIES:**

**Change management skills –**

12 years' experience creating, managing, and maintaining complex project schedules in the aerospace industry. Overcame project obstacles by identifying alternate resources and workarounds and incorporating these into schedule. Participated in meetings and reviews of project schedules with management, customers, and subcontractors to monitor progress, incorporate changes, and identify and implement improvements to complete project goals.

**Collaboration skills –**

Worked effectively and cooperatively, fostering good relationships with fellow employees, subcontractors, and customers.

**Systems Thinking –**

Approached project planning with an open mind, always willing to look at new ways of accomplishing them. Sought input from coworkers to best meet group and project objectives. Was willing to take on any role to support project completion. Prepared regular project schedule updates, monitoring progress against original planned schedule.

**Work Standards –**

I'm passionate, dedicated, and enjoy this type of work. I acknowledge my mistakes, ask for assistance when in doubt, and support others to achieve common goals.

**TECHNICAL**

**Analytical –**

Extensive experience in collecting, organizing, synthesizing, and analyzing data in arenas including project scheduling and managing change. Have the ability to summarize findings, develop conclusions, and make meaningful recommendations supported with appropriate data.

**Data Mining -**

Experience with database applications and gathering data for analysis. Created database using Microsoft Access to track critical project parts and sub-assemblies. Extensive experience gathering data from multiple sources and preparing reports to clearly communicate results,

whether in text, spreadsheet, graphs, or project specific reports, for example, Gantt charts, Work Breakdown Structure, Critical Path, etc.

#### Engineering Processes -

Extensive experience and detailed knowledge of the responsibilities and tasks performed by various Engineering departments and disciplines and how their activities affect each other and impact the overall project and non-engineering departments. 12 years' experience interfacing daily with electrical, mechanical, and software engineers in support of aerospace industry projects, including project scheduling, reporting, and parts and subcontractor sourcing.

#### Project Scheduling and Resource Management –

12 years extensive aerospace industry experience in Project Scheduling and Resource Management. Worked as a lead in the creation, maintenance, and reporting of detailed and complex project schedules using Microsoft Project. These schedules included detailed Work Breakdown Structures, all key project milestones, costs, and resource allocations. Prepared complex project related reports, including project schedule, progress, and financial reports. Responsible for maintaining and updating cost and schedule performance baselines and variance analyses and the communications between team members, customers, suppliers, and management. Independently identified project resource requirements, collaborated and assisted with all departments on large complex projects.

Project and Contract Support - Reviewed/edited contracts, including scope of work and financial and scheduling information. Was responsible for responding to complex requests for quotations received from the Boeing Company and other aerospace customers. Took lead in writing Quotations and Bids which included written responses to contract requirements, detailed financial information provided in spreadsheet form, and detailed project schedules using Microsoft Project. Coordinated schedules with suppliers and customers, helping to assure on-time delivery and schedule adherence. Identified critical path schedule and helped to resolve conflicts. Analyzed complex material requirements and incorporated into schedule and production plan.

Computer Skills – Extensive experience with Microsoft Project (12 years), Excel and Word (20+ years). Experience with Microsoft Access. Extensive experience with various Accounting Software systems, including AccPac Plus, Peachtree, and QuickBooks.

General Business and Communication Skills – Adaptable and team oriented. Strong written and oral communication skills. Extensive experience writing a variety of complex reports and documents, including financial statements, project schedules, cost, and analysis, scope of work, and narrative reports.

## EMPLOYMENT

Aerospace Industry – ABC Company, Everett, WA – 12 years experience

Duties included complex project scheduling and liaison (MS Project), bid writing, contract reporting in house and to customers, materials sourcing, subcontractor coordination, and

technical writing of operations manuals. Performed all accounting functions for this Aerospace high technology company. This company supplied high precision laser measurement systems to The Boeing Company, McDonnell Douglas, and others in the aerospace industry.

Major projects with the Boeing Company included supplying the precision laser measurement system which was used from the inception of the 777 program to align and help join the Fuselage sections and the Wing to Body Join. This was a multi-year project. Prepared all formal project reporting to the Boeing company, including drafting and editing our response to the Request for Quotation, generating and reporting all financial information, and preparing and communicating all project reporting documents requested by the Boeing Company. Performed as the Lead contact with the Boeing buyer on this project. Wrote and edited various technical manuals supplied on this project, which included gathering relevant information from other members of our team, including mechanical drawings, schematics, illustrations, performance specifications, and graphics.

Prior to the 777 program, our company was involved in a similar system which was used by McDonnell Douglas on the C17 program at the start of that project. I performed the same functions on this program as mentioned above on the 777 program.

At ABC Company, we had a very small staff (4 people). We all handled multiple responsibilities, and worked well as a team. I developed invaluable experience working intimately with a small team as I developed a good understanding as a non-engineer what our mechanical, electrical, and software engineers were doing and how it affected project schedules and costs. I communicated face to face daily with each of our team members, and did whatever it took to support them.

CPA Staff Accountant, XYZ Company, Seattle, WA – 4 years' experience.

I performed financial statement audits for this international CPA firm. Industry experience included financial statement audits of companies in the high technology, software, fishing, seafood processing, and timber products industries. This work experience was in a fast paced environment performing multiple projects with tight reporting deadlines. This wide variety of industry experience gave me an appreciation of different business systems, management styles, how to appreciate and work with all different types of personalities, and a joy of learning new skills.

#### EDUCATION

A University, Somewhere, WA

Bachelor of Arts, business administration - accounting, with honors