

## *Sample Resume*

**Paul Markson**  
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**Alpharetta GA 98765**  
**(123) 123-4567**

**OBJECTIVE:** A senior-level position in marketing/engineering management.

**EXPERIENCE:** PBC Airfoils, Inc., Los Angeles, California

2004 to  
Present

**Manager, Product Engineering**

Managed 4 program managers directly and 8 engineers indirectly who were responsible for product manufacturing process, customer contact, new business development, and scrap reduction. Personally responsible for profit and loss of each product, department budget of \$500,000, and long-range planning.

- Reduced scrap by 10%, saving \$750,000 in the first 6 months
- Improved product yield 26%
- Created new market for existing product
- Increased customer delivery 10%
- Operated department 10% below budget
- Introduced computer modeling to manufacturing
- Created employee teams to solve problems

2001 - 2004

Norton/Patco Ceramics, Latrobe, Pennsylvania

**Marketing Manager**

Responsible for product development, new market penetration and protecting existing market share. Functions included cost estimating and pricing as well as sales activities. Also responsible for advertising and promotion. Served as marketing liaison for Engineering, Manufacturing, and Legal Departments.

- Increased market share 20% in 2 months
- Created advertising and promotional materials
- Solved customer wear (tool) problems with systems approach, reducing costs 25%
- Established new vendor relationship for outside work which reduced costs 15%

1989 – 2001 Inc., Valve Division, Cleveland, Ohio

**Project Manager, 1999-2001**

Responsible for ceramic tooling implementation for production use, new product development. Prepared business plan. Supervised the technical staff and served as liaison with production, engineering, and manufacturing.

- Reduced manufacturing costs by \$2 million annually
- Developed a new business which later sold for 1.5 million
- Trained manufacturing personnel in new technology
- Transferred product from laboratory to production facility ahead of schedule and below budget

**Manager, Technology Administration, 1996-1999**

Directed technology transfer to subsidiaries and affiliates worldwide in 12 countries. Managed royalty fee collection of \$500,000 annually; initiated and followed up on terms pertaining to intellectual property, patents, secrecy agreements, and technology licenses. Conducted training sessions to educate sales personnel on technical subjects and represented vice president of Engineering at group staff meetings.

- Increased turnaround time 50% in transfer of technology and flow of information
- Initiated plant expansion of foreign affiliate
- Provided concept ideas and material for marketing
- Chaired worldwide technical conferences
- Served as technical consultant to foreign affiliates
- Helped establish joint venture company with Japanese affiliate
- Authored and published product design handbook

**Project Engineer, 1993-1996**

**Metallurgical Engineer, 1989-1993**

**EDUCATION:**

Iowa State University, Ames, Iowa  
Master of Business Administration  
Master of Science, Metallurgical Engineering  
Bachelor of Science, Biology