

# FUNCTIONAL RESUME EXAMPLE

## JOHN I. DOE

ADDRESS  
PHONE # AND E-MAIL

### PROFESSIONAL EXPERIENCE SUMMARY

*(Do not copy verbatim, use your own specialties and experience skills sets, be original. This is purely a hybrid functional resume to bring out your true technical and organizational skills for engineering types of positions.)*

Inspirational leader with seven years experience in fast-paced operations management, engineering problem solving, and technical training and consulting. Skilled planner and problem solver with demonstrated achievements in process improvement and program management. Team-builder, mentor, and communicator with experience dealing with entry to executive level professionals.

### PERSONAL TRAITS

Honest and hard working. Innovative thinker, combines a forward looking vision with current technology to solve problems of integration and progression within a competitive organization. Thrives in challenging work environments with the ability to set strategic goals, attains immediate results, and complete a job from start to finish. Creative approach combined with a competitive personality, ranked 1 of 13 and 6 of 62 among peers at the last two organizations.

*(These examples are only guidelines, use your own example, portraying your true technical skills and engineering experiences)*

### ENGINEERING

Thorough knowledge of the design and operation of various engineering plant equipment; such as heat exchangers, hydraulic systems, pneumatic systems (high and low pressure air compressors and reducers), steam turbines, diesel engines, lube oil systems, pumps (multi-stage centrifugal and positive displacement), valves, water chemistry control, electrical power generation and distribution (AC & DC generators, busswork and breakers), and plant parameter monitoring and control devices (electrical instrumentation systems for level, temperature and flow).

- Experienced in preventative and corrective maintenance procedures, the preparation and analyzing of equipment summaries and performance logs, and the supervision of overhaul, repairs and testing of mechanical, electrical and structural systems.
- Overhaul and upgrade of major propulsion and auxiliary systems in foreign and domestic shipyards.
- Experienced in the creation and implementation of quality control work packages, inspection of in-process work, and the verification of systems integrity and their subsequent safe operations.

**PROGRAM MANAGEMENT:** Demonstrated a superior level of leadership and personnel management with the ability to organize, coordinate and direct multi-functional teams. Consistently displayed the ability to economize resources while maximizing operational scope and training benefits. Held a wide variety of positions of responsibility. Directed the base's \$60 million flight simulator program with an annual operating budget of \$1.1 million. Responsible for the effective and efficient use of the B-1 simulator by more than 130 aircrews. Supervised a "Quality Assurance Program" and over 12 military/civilian operators and technicians.

- Awarded the **Meritorious Service Medal** for outstanding program management. As a Navy planner, developed the composition and functions of large, 150+ exercise staffs with \$1M+ exercise budgets, in various multi-service exercises throughout Latin America. Coordinated their exercise budgets and effectively integrated Navy teams into the complex multi-service environment.
- Negotiated through substantial bureaucratic and personal obstacles in the development of a highly successful and first ever deployment of Navy reserve divers to Panama. Subsequently established as an annual event, this evolution saves the US Government hundreds of thousands of dollars in contributory support.
- Developed a local B-1 training program saving \$110,000 annually in travel expenses.
- Resolved discrepancies in software and hardware by coordinating efforts between engineers and operations personnel resulting in positive evaluation during a Congressionally mandated B-1 test.
- Provided "team leadership" between maintenance and operators ensuring the highest quality use of the B-1B Defensive Avionics Suite through the use of system/operational feedback.
- Orchestrated a fleet wide \$3000 B-1B Defensive Avionics Suite change saving \$480 million in repair costs over a five-year period and increased system reliability by 20 percent.
- Catalyst behind implementing war only database in all four Air Force B-1 simulators, ensuring more realistic training for all B-1B crewmembers.

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**PROCESS IMPROVEMENT/QUALITY:** Well versed in the principles of Total Quality Management and Leadership. Awarded **two personal decorations (Navy Achievement Medals)** for attaining a superior level of quality in maintenance and repair of assigned shipboard machinery and equipment.

- Implemented ISO 9000 standards compliance program at Trident Training Facility, Kings Bay, GA.
- Mentored and motivated Navy officers through a preparation program required for chief engineer certification. Implemented process improvements increasing certification rate by 15%.
- Proven team builder and motivational leader. Implemented TQM initiatives to technician service process resulting in the highest scores during periodic evaluations.
- Evaluated customer's operations and provided process improvements to ensure the highest state readiness.

**LEADERSHIP/TRAINING:** Employs a hands on leadership style that is adaptable to any environment. Supervised organizations of up to 150 personnel and provided coordination for groups of up to 200 individuals. Excelled in instructing both individual and group lectures. Firm believer in quality training and constant development of subordinates. Awarded **Navy Commendation Medal** for leadership and training of the Navy's reserve augmentation forces into the Joint Training Program in the Latin American Theater of operations.

*Other skill/experience sets vital to Engineering Opportunities (Expand and add your experiences, the more technical bullets you can add, the better the resume. The skill areas listed below are more important than the ones above.):*

**MAINTENANCE MANAGEMENT:** *including new program implementation, improvements, inspections, etc.*

**PLANT OPERATIONS:** *both civilian and military*

**TESTING AND DESIGN:** *even education based or intern experiences*

**WORK HISTORY:**

1999 - Present	<b>General Electric Power Systems</b> Commissioning Engineer, Atlanta, GA
1997 - 1999	<b>Lead Instructor, Prospective Nuclear Engineer Officer</b> Nuclear Power Training Facility, Charleston, SC
1993 - 1996	<b>Nuclear Plant Manager and Operations Manager</b> (150 personnel) USS Tennessee, SSBN 734, Kings Bay, GA

**EDUCATION:** *(Order of importance 1: university degrees, relevant military or civilian engineering courses/schools, leadership schools)*

**Masters of Science in Engineering Management, 1998**  
Old Dominion University, Norfolk, VA, GPA: 3.68

**BS Electrical Engineering, June 1991**  
Oklahoma University, GPA: 2.87  
Rugby Team - Letterman

**Naval Nuclear Power School and Prototype Training Unit, U. S. Navy, 1992, GPA: 3.45, 3.05**  
(Graduate level curriculum on the operation and management of nuclear reactor and steam plants.)

**Total Quality Management/Leadership courses**

**Quality Assurance Management Training**