

Sample Resume – Professional

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Jack Quinn Jones

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Manufacturing Operations Professional Profile

- A senior manager in the manufacturing sector with a nine year successful record of delivering record profits in Australia and the U.K
- A change agent who has reinvigorated underperforming teams and improved quality
- Demonstrated a flair for identifying and implementing simple solutions to complex problems
- A hands-on management style which fosters a culture of teamwork, shared mission and a dedication to excellence.

Professional Experience

HEALTH MANUFACTURING LTD

Carlton, VIC

An Australian industry leader in health food manufacturing. Annual revenues of AUD\$55 million, 350 staff and three plants in New South Wales, Queensland and Western Australia

General Manager – Operations and Distribution

2013 to Current

Recruited by CEO to launch an aggressive reorganisation of company operations to achieve substantially new objectives and maximise opportunities in a rapidly expanding market

Achievements:

- Spearheaded a comprehensive review of company practices to redesign and execute a process of accountability, establishing strict and sustainable targets against which all processes, practices and staff were evaluated
- 42% increase in productivity and 28% increase in net margin in 12 months without an increase in staff
- 53% reduction in staff turnover in 18 months, retraining, re-motivating and unifying a workforce previously exhibiting exceptionally low morale.
- 17% cost reduction on raw materials, successfully renegotiating contracts with several critical suppliers
- Researched, sourced and installed key new equipment and extensive staff training programs
- Planned, designed and implemented company's mainframe based technology for next two years with projected cost savings of 21%.
- Fostered a renewed spirit of negotiation and cooperation with all suppliers and customers. Dramatically improved on time deliveries and quality of product.

JALS Manufacturing

Birmingham, United Kingdom

A manufacturer of nutritional supplements with annual revenue of AUD \$21 million, 290 staff and two UK based plants

Operations Manager

2009 to 2013

Employed to turnaround declining quality, efficiency, profitability and staff moral

Achievements:

- Collaborated closely with members of executive team to devise and execute key initiatives
- Aggressively initiated and executed comprehensive operations plan, boosting profits by 67% in two years
- 76% increase in productivity with 15% decrease in staff over two years
- Established a strong sense of team spirit among workers, enhancing staff loyalty and reducing staff turnover by 14% in 12 months. Personally persuaded the most qualified, productive workers to stay even though it was clear the company was "in trouble".
- Delivered a 98% reduction in workplace accidents through extensive staff education in workplace health and safety.
- Improved relationship between senior management and union members, cultivating a positive new atmosphere of communication and tolerance.
- Dramatically increased efficiency through major redesign of all work and storage areas, and shipping and receiving docks.

Black Manufacturing

Birmingham, United Kingdom

A manufacturer of snack foods with annual revenue of AUD \$12 million, 75 staff and one plant

Operations Manager

2005 to 2009

Promoted to manage all aspects of operations after 12 months in the role as Foreman

Achievements:

- Devised and implemented initiatives to maximize plant productivity
- Increased sales by 47% without increasing staff.
- Reduced overtime by 5%, while maintaining high levels of motivation and cohesiveness among staff.
- 23% reduction in raw material costs through new procurement strategies

TERTIARY EDUCATION

Master of Business Administration (Part Time)

2014 - Current

Monash University, Melbourne, Australia

- Relevant units include: Creating sustainable organisations and the Strategic Environment of Business
- Achieving at a high Credit level to date

Bachelor of Arts (Hons) Business Management

2002 - 2004

Brighton University, Brighton, United Kingdom

ADVANCED TRAINING/PROFESSIONAL DEVELOPMENT

- **Effective Leadership Training**
Australian Leadership Institute, Melbourne, Australia (2014)
 - **Successful Negotiation Skills**
Australian School of Management, Melbourne, Australia (2013)
 - **Numerous Courses, Seminars, Workshops, Conferences**
Australian Leadership Institute, Sydney, Australia (2013 to current)
Australian Manufacturing Institute, Melbourne, Australia (2013 to current)
 - **Certificate in Business Writing Skills**
The City Literary Institute, London, United Kingdom (2010)
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PROFESSIONAL AFFILIATIONS

- **Logistics Association Australia** – Member (Current)
 - **Australian Institute of Management** – Member (2013 to current)
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TECHNOLOGY

- **Advanced Skills** – MS Word, MS Excel, MS PowerPoint, MS Access, Lotus Notes
 - **Highly proficient** in hardware and software based computer operations
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PERSONAL

- **Residency Status** – Permanent Australian Resident / British Citizen
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PROFESSIONAL REFERENCES

- Available on request