

**NAME**

Address  
Address  
Telephone

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*Areas of Expertise*

**PRODUCTION SUPERVISION • PURCHASING • INVENTORY CONTROL  
OFFICE MANAGEMENT • PRICE QUOTATIONS • SHIPPING**

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*Professional Experience*

HOSPITAL SUPPLY  
(Leading regional wholesale distributor of medical supplies)

CITY, STATE

**Production Supervisor (1983 to February 1989)**

- Supervised production staff in the assembly and packing of high volume, short order runs.
- Hired, trained, and evaluated fifteen production personnel.
- Oversaw production planning, scheduling, and expediting.
- Controlled inventory and handling of raw material.
- Supported sales in the generation of price quotations.
- Coordinated with warehouse to improve production flow and delivery times.
- Maintained solid record for improving production runs.
- Implemented quality control program significantly reducing customer complaints.

**Administrative Assistant (1976 to 1983)**

- Performed a wide variety of administrative support functions.
- Gained experience in purchasing, inventory control, and data entry.

REGIONAL TELEPHONE  
**Directory Assistance Operator (part time 1969 to 1975)**

CITY, STATE

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*Education*

UNIVERSITY  
**Bachelor of Science in Sociology (1974)**

CITY, STATE

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*References available upon request*