**Jimmy Wong**

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**Education**

**California Polytechnic State University, San Luis Obispo**Major GPA: **3.3**

Bachelor of Science in Liberal Arts and Engineering StudiesExpected Graduation: **March 20xx**

Concentration***:*****Industrial Engineering**and **Technical Communications**

**Munich University of Applied Sciences, Hochschule München**

Study Abroad, Munich, Germany **Summer 20xx**

Coursework: Smart Vehicles & Sustainable Entrepreneurship

**Skills and Knowledge**

**Computer Skills**: WMS, EVS, AutoCAD, SolidWorks, Microsoft Access, Python, VBA, SQL, Data Analysis, Minitab, Excel, Visio, Simio, Adobe Photoshop and Premiere, Hobsons Connect, PeopleSoft, CRM systems

**Relevant Coursework:** Project Management, Process Improvement, Operations Research, Industrial Costs and Controls, Simulation, Technical Writing & Editing

**Consulting & Relevant Experience**

**Supply Chain Logistics Engineering Intern June – December 20xx**

*E&J Gallo Winery – Modesto, California*

* Conducted time studies for warehouse operator performance and provided standard time metrics for management supervision and operator accountability; predicted annual labor savings of **$665,000**
* Utilized A3 strategic problem solving to address and mitigate ongoing critical downtime through root cause analysis; developed countermeasures and collaborated with bottling line maintenance team
* Coordinated and involved with multiple side projects aimed to improve warehouse distribution and supply chain efforts

**Creamery Process Improvement April – June 20xx**

*Systems Optimization Club – Cal Poly*

* Executed facility analysis to develop new work standards and reduce work place congestion; consulted with Senior Facility Manager for 5S improvement and sustainability

**Fully Allocated Cost Analysis March 20xx**

* Developed hypothetical food truck business operation with 5-year forecast model of financial expenditures
* Conducted time studies and SOP to accurately depict realistic work environment and throughput

**Linear Programming Research November 20xx**

* Analyzed current business operation expenditures for SLO transit bus system to optimize vehicle and resource usage
* Developed maximum number of buses to meet ridership demand while minimizing gas and operational costs

**Additional Experience**

**Student Operations Assistant May 20xx – Present**

*Cal Poly Admissions – Recruitment Communications (10-12 hours per week)*

* Supervise 4 student assistants as Duty Officer and delegate special communication projects and tasks to meet daily, weekly, and monthly work standards
* Oversee database management and handle thousands of prospective applicant profiles in CRM system
* Lead campus tour guides for prospective students and parents to showcase Cal Poly student life

**Leadership / Involvement**

**Liberal Arts and Engineering Studies Club,** *Vice President* **April 20xx – Present**

**Cal Poly Aircraft Design and Construction Club,** *Secretary* **January 20xx – April 20xx**

**Cal Poly Systems Optimization Club,** *Industrial Engineering Consultant* **November 20xx – December 20xx**

**Hip-Hop Choreography Club,** *Dancer and Performance Member* **January 20xx – June 20xx**

**Boy Scout Troop 693, *Eagle Scout,*** *Patrol Leader, Scribe* **August 20xx – January 20xx**