

Jimmy Wong

805.543.1234 | jwong987@calpoly.edu | <https://www.linkedin.com/in/jwong987>

Education

California Polytechnic State University, San Luis Obispo
Bachelor of Science in Liberal Arts and Engineering Studies
Concentration: **Industrial Engineering** and **Technical Communications**

Major GPA: **3.3**
Expected Graduation: **March 20xx**

Munich University of Applied Sciences, Hochschule München
Study Abroad, Munich, Germany
Coursework: Smart Vehicles & Sustainable Entrepreneurship

Summer 20xx

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