[First Last Name]

[City, State] | [email@example.com] | [(555) 555-5555] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Detail-oriented **Manufacturing Technician** with [X] years of experience in high-volume production environments, supporting equipment setup, operation, and preventive maintenance. Proven ability to follow **standard operating procedures (SOPs)**, troubleshoot mechanical issues, and maintain strict quality and safety standards. Skilled in collaborating with cross-functional teams to reduce downtime, improve yield, and support continuous improvement initiatives in **lean manufacturing** settings.

PROFESSIONAL EXPERIENCE

[Manufacturing Technician II] | [ABC Manufacturing Inc.]

[MM/YYYY] – Present | [City, State]

- Operate, monitor, and adjust [automated production lines/CNC equipment/assembly machinery] to meet daily production targets, consistently achieving [95%+] on-time completion rates while adhering to strict quality and safety standards.
- Perform routine and preventive maintenance on [injection molding machines/SMT equipment/packaging lines], identifying early signs of wear or malfunction and reducing unplanned downtime by approximately [X%] through timely interventions and escalation.
- Interpret and follow detailed **work instructions, SOPs, and engineering drawings**, completing in-process inspections using [calipers, micrometers, gauges, visual inspection tools] and documenting results in [MES/ERP/QMS] systems for full traceability.

[Manufacturing Technician I] | [XYZ Components Ltd.]

[MM/YYYY] – [MM/YYYY] | [City, State]

- Set up and change over [production cells/assembly fixtures/test stations] according to batch records and production schedules, minimizing changeover time and supporting smooth transitions between product runs.
- Collaborated with **quality and engineering teams** to contain nonconforming product, perform root-cause checks, and implement corrective actions, contributing to a measurable reduction in rework and scrap for assigned processes.
- Maintained accurate production logs, downtime reports, and material usage records in [Excel/MES/ERP], ensuring real-time visibility of line performance and supporting daily **Gemba/stand-up meetings** and continuous improvement activities.

EDUCATION

[Associate of Applied Science in Manufacturing Technology] | [Community College Name]

[MM/YYYY] – [MM/YYYY] | [City, State]

- Relevant coursework: [Industrial Safety], [Manufacturing Processes], [Blueprint Reading], [Industrial Maintenance], [Quality Control].
- Completed hands-on labs using [CNC equipment, measurement tools, PLC trainers] to simulate real-world production and troubleshooting scenarios.

[High School Diploma] | [High School Name]

[Graduation Year] | [City, State]

- Emphasis on [Mathematics], [Physics], and [Technical Education] supporting mechanical aptitude and problem-solving skills.

SKILLS

Technical Skills: [Production Equipment Operation], [Preventive Maintenance], [Mechanical Assembly], [Basic Electrical/PLC Awareness], [Blueprint & Schematic Reading], [Measurement & Inspection Tools], [MS Office / MES / ERP Systems].

Quality & Process: [SOP Compliance], [Good Manufacturing Practices (GMP)], [5S & Lean Principles], [Root Cause Analysis], [Statistical Process Control (SPC)], [Documentation & Traceability].

Safety & Compliance: [Lockout/Tagout (LOTO)], [Hazard Identification], [PPE Usage], [OSHA/ISO Awareness], [Safe Material Handling].

Soft Skills: [Attention to Detail], [Team Collaboration], [Problem-Solving], [Time Management], [Communication], [Adaptability in Fast-Paced Environments].

PROJECTS & CONTINUOUS IMPROVEMENT

[Changeover Time Reduction Initiative] | [ABC Manufacturing Inc.]

[MM/YYYY] – [MM/YYYY]

- Partnered with supervisors and operators to map existing setup and changeover steps for [specific line or product family], identifying non-value-added activities and opportunities for standardization.
- Helped implement **standardized work instructions**, tool shadow boards, and pre-stage material kits, contributing to a reduction in average changeover time by approximately [X%].

[5S Workplace Organization Project] | [XYZ Components Ltd.]

[MM/YYYY] – [MM/YYYY]

- Supported a team-based 5S implementation in the [assembly/packaging] area, sorting and labeling tools, standardizing storage locations, and creating visual controls for commonly used materials.
- Improved workplace organization and reduced time spent searching for tools and components, helping to stabilize cycle times and enhance safety and cleanliness in the work area.