

ROBERT MANDILLO

7761 Shalamar Drive
Dayton, Ohio 45424
(937) 255-4137
mand@juno.com

"Seeking a management position in the aerospace industry with responsibility for developing new designs and products."

Tagline

MANAGEMENT EXPERIENCE

MANAGER, EXHIBIT DESIGN LAB—May 2005–Present
Wright-Patterson Air Force Base, Dayton, Ohio

Supervise 11 technicians in support of engineering exhibit design and production. Develop, evaluate, and improve materials and equipment for the design and construction of exhibits. Write specifications, negotiate with vendors, and initiate procurement activities for exhibit design support.

SUPERVISOR, GRAPHICS ILLUSTRATORS—June 2002–April 2005
Henderson Advertising Agency, Cincinnati, Ohio

Supervised five illustrators and four drafting mechanics after promotion from Graphics Technician. Analyzed and approved work-order requirements. Selected appropriate media and techniques for orders. Rendered illustrations in pencil and ink. Converted department to CAD system.

Begins with job experience relevant to prospective employers

EDUCATION

MASTER OF BUSINESS ADMINISTRATION, 2011
University of Dayton, Ohio

BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING TECHNOLOGY, 2002
Edison State College, Wooster, Ohio

ASSOCIATE'S DEGREE IN MECHANICAL DRAFTING, 2000
Wooster Community College, Wooster, Ohio

Education and affiliations emphasize rigorous preparation in field and continuing professional interests

PROFESSIONAL AFFILIATION

National Association of Mechanical Engineers

REFERENCES / WEB SITE

References, letters of recommendation, and a portfolio of original designs and drawings available online at www.juno.com/mand.

Figure 16-11 Résumé for an Applicant with Management Experience

PEGGY EDWARDS

144 Elm Street, Apt. 4
West Orange, New Jersey 07052
(973) 741-0134
peggy-edwards@hotmail.com

Heading with
name and contact
information

To work at a local health department as a Registered Environmental Health Specialist.

Montclair State University, Upper Montclair, New Jersey
B.S., Health Education (concentration in Community Health), 2012
Magna Cum Laude (GPA: 3.75/4.0)

Education and
listing of course
work related to
industry and
interests of
potential employer

Essex County Community College, West Caldwell, New Jersey
A.S., Social Sciences, 2009

RELATED COURSES:

- Public Health
- Health Promotion
- Environmental Health
- The Teaching of Health
- School Health and Community Service
- Environment and Public Health

HONORS:

Dean's List, Phi Theta Kappa, Golden Key National Honor Society

Intern, Bergen County Health Department, 1/2011–4/2011
(North Bergen, New Jersey)

Internship and
part-time job
experience
relevant to
employment
objective

Conducted Chapter 12 food inspections, reviewed septic plans, and responded to community complaints under the supervision of trained health inspectors.

Substitute Health Teacher, West Orange High School, 9/2008–1/2009
(West Orange, New Jersey)

Dental Assistant, Daniel R. Korb, D.D.S., P.A., 8/2007–3/2008
(Cedar Grove, New Jersey)

Took dental radiographs of all patients, sterilized instruments, and sanitized rooms.

LICENSES

New Jersey Registered Environmental Health Specialist
New Jersey Dental Radiologist
New Jersey Commercial Driver's license with air-brake endorsement

Licenses related
to job objective

REFERENCES

Furnished upon request