**Quincy A. Smith**

123 Quality Way, Apt. 3 | Highland Heights, KY 41099 | [qasmith@mymail.com](mailto:qasmith@mymail.com) | 859-572-9998

**OBJECTIVE**

To obtain a full-time position as a Quality Engineer for an automotive manufacturer.

**SUMMARY OF QUALIFICATIONS**

* Exceptional computer skills, including Microsoft Word, Excel, and PowerPoint
* Ability to use CADD software
* Knowledge of manufacturing processes
* Ability to work under pressure either independently or collaboratively

**EDUCATION**

**Northern Kentucky University**, Highland Heights, KY

*Bachelor of Science in Mechanical and Manufacturing Engineering Technology* May 20XX

**RELEVANT COURSES**

Integrated Resource Management Productivity Management, Scheduling, and Planning

Quality Assurance and Auditing Industrial Standards, Safety and Codes

Project Management and Problem Solving Planning and Design of Industrial Facilities

**EXPERIENCE**

**3M,** Milford, OH, *Engineering Technician I Co-op* August 20XX—May 20XX

* Assisted engineers in the creation of project drawings, and improved existing documentation system
* Tested new materials to ensure they met ISO 9000 quality standards
* Used CADD technology to assist in the design of new tools
* Observed and provided support to CNC machinists
* Helped to implement and monitor on-going LEAN Six Sigma project with other team members

**TECHNICAL SKILLS & CERTIFICATIONS**

* Microsoft Word, Excel, and PowerPoint
* Java and Visual Basic programming languages
* Computer-Aided Design and Drafting (CADD) software
* Occupational Safety and Health Administration OSHA-10 certification, 20XX
* Six Sigma Yellow Belt certification, 20XX

**VOLUNTEER ACTIVITIES**

Community Pride Clean-Up Days volunteer (20XX-20XX)

Kaboom! Playground project volunteer (May 20XX)