

# Jane Doe

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Experienced project manager with a background in both mechanical engineering and business and more than six years of experience overseeing revenue growth and expanded distribution. Seeking to utilize leadership skills and expand profits while shaping an inclusive, forward-looking work environment.

## EDUCATION

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California Polytechnic Institute | San Luis Obispo, CA

Class of 2008

B.S. Mechanical Engineering

## EXPERIENCE & ACCOMPLISHMENTS

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### Project Manager

2012 - 2019

Filson Engineering Group | Pacific Grove, CA

- Managed a successful pipeline design project over four years while cutting costs and improving efficiency.
- Devised and implemented plan to diversify the workforce while providing scholarships, internships, and jobs for women engineers of color.

### Engineer

2008 - 2012

Wilson Engineering | Los Angeles, CA

- Acted as liaison between production and design teams, ensuring both efficiency and quality production.
- Managed team of 15 to design and construct green manufacturing system for national brewery.
- Enforced OSHA safety guidelines.

Since leaving my role as project manager, I've spent the last 2+ years starting a family, assuming various volunteer roles, and tackling periodic consulting work.

## VOLUNTEER WORK

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### Pacific Grove Food Distribution Center

2019 - 2020

Pacific Grove, CA

- Developed a plan to distribute meals to more than 1,000 people per week.
- Trained and managed a team of volunteers, showing them how to organize and maintain successful fundraising events.
- Planned three fundraising events, which brought in more than \$5,000 for the food bank.

## **VOLUNTEER WORK (cont.)**

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### **Pacific Grove Homeless Shelter**

**January - March 2021**

Pacific Grove, CA

- Prepared and distributed food, goods, and resources.
- Provided help and support as guests transitioned into new homes.

## **CONSULTING**

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### **Pacific Grove Software**

**March - September 2021**

Pacific Grove, CA

- Worked part time to lead a team of 10+ consultants.
- Provided critical business insights to enhance company offerings and streamline business processes.
- Planned and implemented robust solutions for global business accounts.

## **SKILLS & CERTIFICATIONS**

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- AutoCAD
- Trimble SketchUp Pro
- MATLAB