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# Paul Jones

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Address Line 1

Address Line 2

Ashington, Northumberland, Post Code.

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## PROCESS CONTROL ENGINEER (INSTRUCTOR & TEAM LEADER)

♦ Quality Assurance - Continuous Improvement ♦

A proven track record of leading process and maintenance activities, whilst helping ensure regulatory compliance on safety and environmental matters, arranging hands-on staff training and ensuring communication and teamwork between groups within the complex. Possessing a high degree of technical knowledge including environmental reporting and safety regulations. Excellent supervisory and leadership experience. Having the capability of managing multiple projects within strict time frames.

## PROFESSIONAL DEVELOPMENT

<b>MBA</b>	1 of 3 years completed	2006-09
<b>BEng</b>	Electrical and Electronic Engineering	2005
<b>Lean Six Sigma</b>	Continuous Improvement (Green Belt)	
<u>Various courses:</u>	Fork Lift Truck, Health and Safety, Statistical Process Control, Strong computer literacy, especially in Microsoft Office products. Comfortable using a variety of software packages, such as AS400, Minitab and Maximo.	

## PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

### PROCESS TECHNICIAN

*Mar 04 - Present*

Name of Company A

- In charge of Process Control in Line One and 176 Pots.
- Deputizing for the Assistant Production Leader when required.
- Providing technical support for 18 operators, including support for the installation and successful startup of existing approved projects.
- Chairing and attending safety meetings.
- Calculating Key Performance Indicators (KPIs), determining targets and monitoring performance.
- Incident and environmental reporting.

Alcan, Ashington, Northumberland (Mar 05 - Mar 07)

- As above on 2 lines with shared responsibility in a team of 3.

#### Continuous Improvement (Green Belt):

- Responsible for tracking excellence wherever it may be found.
- Identifying best practice and suggesting concept adoption company-wide.
- Auditing processes, establishing sources of progress, indicators, measuring results and training teams.

#### Quality (Providing quality engineering knowledge leadership to the company):

- Providing leadership and activity of six sigma and lean principles by identifying improvement opportunities in regulation compliance, device, process and system quality, and cost reductions.
  - Helping maintain quality systems by assuring that personnel, procedures and practices are appropriate to comply with customer requirements and specifications and appropriate standards and regulations.
  - Managing corrective and preventive actions, plus internal, external processes and non-conformances.
  - Dealing with the plant environment; purchasing, engineering, customer service and manufacturing.
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## PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

### Operational Management:

- Establishing standards, goals and objectives in support of overall plant objectives as they relate to: EHS, customer satisfaction, operational excellence, finance and other KPIs.
- Implementing systems to ensure process stability/quality in support of successful attainment of plant metrics whilst meeting customer requirements.
- In conjunction with Plant Manager, proposed and implemented contingency plans as required; escalate and direct activities during systems' problems, disasters, etc.; identifying potential problems; troubleshoot and soliciting support and carrying out corrective actions.
- Participating in analysis of problems providing input for future process improvements.
- Fostering and promoting a cooperative/harmonious working climate, conducive to optimum levels of employee safety, morale, productivity, and efficiency/effectiveness.

### PROCESS OPERATOR / ACCREDITED INSTRUCTOR

2000 - 04

#### Name of Company B

- Part of a team of up to 20 other staff.

### PRODUCTION OPERATOR

1999 - 00

#### Name of Company C

- Suggested new tooling and changing fitting sequences - all within spending and overtime budget constraints.
- Maintained output, quality on all products and controlled statistical process.
- Safety representative, risk assessment. COSHH - responsible for maintenance / cleaning of machines.
- Solved problems in liaison with Nissan - knowledge of Japanese production techniques - Kaizen, WIP.
- Proposed new measures to management which were subsequently initiated, such as more intensive induction training, new training aid memoir.
- Worked on Continuous Improvement projects.

## EARLY CAREER SUMMARY

### Technician (Fire Protection)

1998-99

- Fault finding circuit boards to component level.

### Production Operator (Company D)

1996-98

- Part of sandwich course.

### Technician (Semi-Conductor Manufacturing Plant, Germany)

1995-96

- Part of sandwich course. Integrated circuit development for portable phones and worldwide customers.

## PERSONAL

*Interests and Pastimes:* Family, football, golf, most sports.

*Mobility:* Full clean driving license.

*Born:* 1973.

*Marital Status:* Married, 2 children.

*References available on request.*