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## Group Leader Resume

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### Job Objective

Seeking work as a Group Leader in which to utilize my educational background and past experience to fullest potential.

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### Summary of Qualifications:

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- Huge experience in quality control parts inspection
  - Sound knowledge of SPC (statistical process control) and ISO-9001
  - Outstanding knowledge of manufacturing processes and materials
  - Solid understanding of CMM operations and complete vehicle process
  - Ability to perform blueprint reading, check fixture concepts, tool design, part material properties and part specifications
  - Ability to hire, motivate, retain and effectively manage professional and technician staff
  - Ability to prepare reports and proposals
  - Good oral and written communication skills
  - Excellent teamwork and troubleshooting skills
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### Work Experience:

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Group Leader, August 2005 – Present  
Target, Oklahoma City, OK

- Supervised all aspects of the group to achieve efficient production in a quality manner.
- Prepared daily work schedule for line concern investigations, defective material report investigations, daily pick list inspections, rework and Quality Investigation Reports.
- Directed and trained associates in root cause investigation, dimensional inspection requirements, troubleshooting, specification testing and critical problem investigation.
- Reviewed and approved completed requests for correction of defects for issuing to supplier.
- Collected, investigated, and analyzed data.
- Completed and maintained different reports like direct labor reports, overtime charts, SOP's, monthly status report, log book entries, etc.

Group Leader, May 2000 – July 2005  
Instrumentation Laboratory, Oklahoma City, OK

- Prepared and maintained defect reports and safety records.
  - Maintained records per Governmental Regulations and company policy.
  - Adhered to EEO, Title VII, other laws, contract provisions, and company policies to prevent harassment, discrimination and the creation for a hostile work environment in the work place.
  - Monitored the work group for compliance with EEO, Title VII, other laws, contract provisions, and company policies.
  - Documented, counseled and took corrective action to enforce the code of conduct, attendance policy and other company rules, policies and procedures.
  - Motivated associates and maintained discipline to assure that department goals are met.
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### Education:

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Bachelor's Degree In Engineering, John Brown University, Siloam Springs, AR

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