

Experienced Candidate's

Resume

JAMES PATEL

1234 Maple Street
Dearborn, MI 48126

Email: jpatel@email.edu
Phone: (313) 593-0000

OBJECTIVE:

A Challenging position in Finance that will effectively utilize my MBA and my analytical skills as well as my managerial and leadership skills.

SUMMARY OF PROFILE:

- Over 8 years of experience in the manufacturing industry
- Academic knowledge in finance
- Team and Goal oriented
- Aptitude for analytically challenging problems

EDUCATION:

University of Michigan-Dearborn Master of Business Administration

Dearborn, MI 4/2002

- Graduate Excellence Award
- Honors Scholar
- General Merit Scholarship, Academic Scholarship for Graduate Students
- Teaching Assistant: Managerial Statistics

Chulalongkorn University Bachelor of Science, Chemical Engineering

Bangkok, Thailand 4/1991

- Science Guild, Community Affairs
- Alumni Board Meeting Aide for the Chemical Technology Unit

EXPERIENCE:

Good Engineering Co. Accountant, Internship

Dearborn, MI 2/2001 – Present

- Prepared product quotations and invoices.
- Balanced accounts and solved imbalance issues.
- Prepared month end closing reports.

SuperStars Petroleum Refining Company Process Engineer

Rayong, Thailand 3/1995 – 5/1996

- Responsible for vessel final inspection, catalyst loading, and preparation of start-up materials.
- Verified frequency and quantity of samples necessary to ensure process quality and performance.
- Monitored plant variables and provided technical support.
- Provided plant tours to Government Authorized Inspectors.

Petroleum Standard (Thailand) Process Technical Engineer

Sriacha, Thailand 12/1991 – 2/1995

- Managed procurement contracts for chemicals and catalyst.
- Supervised and trained operators.
- Monitored daily production, collected process variables and ordered laboratory tests.
- Directed inspection of crude oil distillation equipment.
- Solved off-specification asphalt blending due to inaccurate volume meter.
- Designed fire-water protection system.

TRAINING:

Total Quality Management, Team Building, Effective Presentation, Negotiation Skills, Problem Solving and Decision Making, Exxon Process Design

COMPUTER:

Accounting Software (Man-Fact), HTML/Internet, Microsoft Office, Access, Excel, Visio, SQL