# 2024年英文简历自我介绍范文汇总(九篇)

来源：网络 作者：岁月静好 更新时间：2024-09-29

*20\_年英文简历自我介绍范文汇总一本身是主管， 简历 少说也看了几万封了，发现有一些通病是很多人会忽略的，而那些招聘网站或者 简历 中心也没有很专业的教你怎么写一封好的英文 简历 。本人比较偏好word版的简历，因为目前收到最多的还是模板简...*

**20\_年英文简历自我介绍范文汇总一**

本身是主管， 简历 少说也看了几万封了，发现有一些通病是很多人会忽略的，而那些招聘网站或者 简历 中心也没有很专业的教你怎么写一封好的英文 简历 。

本人比较偏好word版的简历，因为目前收到最多的还是模板简历，这样看起来虽然清楚，但是在每天过滤不下100封简历的时候，附件中的简历还是比较令人期待的。

当然在国内中文简历比较重要，但是现在的趋势就是双语，有时候中文写的洋洋洒洒，英文确令人哭笑不得。通常 面试 外企，多少都会有老外 面试 ，一份得体的英文简历还是很重要的。

word的好处是有简历模式，而且也有简历的范本，适合新鲜人使用。

不鼓励用excel和pdf做简历。

英文简历用词

- 结了婚是married, 未婚就是unmarried? 偶尔看到有人写上single会倍感安慰

- 个性有闯劲，最好还是不要用aggressive，中文感觉还可以但其实英文里这个词是非常负面的，有暴躁的意思，不是优点。用energetic或者spirited比较好

- 英文和中文一样，标点符号后要空一格，不要所有句子挤在一起

- 很多人喜欢在写职责范围的时候写上be responsible for , 文法上来说是不需要的。这些事情是你已经做过的，直接说 responsible for all outgoing couriers 就可以了

- 英文有很多缩写，但是在像简历这种正式场合还是少用为妙，比如dont可以换成do not，千万不要用那些wanna, gonna来代替want to, going to

用招聘网站的模板可以比较轻松，不过切忌检查错别字，因为模板上的是没有拼写检查的

英文简历格式和页面

- 写完后一定要去页面设置去除多余的空白页面，或者是orphan和widow现象，也就是单句的句子在页面的最上面，最好是合并到前一页

- 记得调整字体和大小，有些人的简历除了不同颜色以外还用不同字体，就像是在不同网站上粘贴过来的，非常不专业。

- 简历最好不要超过3页，言语要精简，最忌讳像论文一样，但是没有重点

- word本身带有拼写检查，你这里满页都是红线，我这里看到的也都是红线

下面这十个毛病可是 简历 中不该犯的。对照检查一下你犯错了没有?如果有，要赶快改吧!

1、拷贝别人的 简历 格式;

2、个人信息(没人在乎你单身、结婚、拉提琴还是踢足球);

3、只有事实，没有表现(responsibilities/accomplishment/yourownrole);

4、不写日期(只列公司，不列日期);

5、怨恨字眼(leavereason:sexualharassment/firedmefornogoodreason);

6、工作经历太乱(换行业太频繁);

7、非职业化，不整洁(使用鲜艳的彩色纸/茶杯印);

8、太多不相关经历(只有你的家人才会关心你大学以前的事情);

9、只有 简历 ，没有coverletter。

10、没有适当的目标(着急找工作并不表示应该广种薄收);

**20\_年英文简历自我介绍范文汇总二**

亲爱的xx:

感谢您去年对我们公司的支持。我们非常感谢我们的合作。我们希望明年能继续我们良好的业务关系和互动。

真诚地

给客户的英文推荐信二亲爱的鲍勃(或史密斯先生或鲍勃·史密斯)，

感谢您选择xx清洁服务(或您公司的名称)。您的业务受到赞赏，我们很荣幸成为您的新清洁服务(您的服务)提供商(也称为公司)。再次感谢。

推荐人：

日期：xx年xx月xx日

**20\_年英文简历自我介绍范文汇总三**

mr. billy yan

nationality: china （mainland）

current place: shunde height/weight: 168 cm 55 kg

marital status: married age: 34 years

career objective

application type: jobseeker

preferred job title: foreign trade / import-export manager / supervisor: export manager 、 : 、 :

working life: 13 title: no title

job type: full time expected start date: in a week

expected salary: ￥10000~￥11999 preferred working place: shunde foshan zhongshan

work experience

company“s name: \*\*\*\*co., limited begin and end date: 20\_-10-20\_-10

enterprise nature: private enterprisesindustry: furniture/home appliances/crafts/toy/jewelry

job title: regional manager

job description: export electric fans and relative products to south america and afirica

manage my stuff to reach the annual sales target

reasons for leaving: managing stuff personnel change

company”s name: \*\*\*\*co., limited begin and end date: 20\_-06-20\_-10

enterprise nature: soly foreign funded enterprisesindustry: furniture/home appliances/crafts/toy/jewelry

job title: sales manager

job description: export toys to us and europe

manage my stuff to reach the annual sales target

customer service

reasons for leaving: company moved to another district

company“s name: \*\*\*\*co., limited begin and end date: 20\_-07-20\_-05

enterprise nature: soly foreign funded enterprisesindustry: computer hardware

job title: sales representative

job description: export power-suppliers to us

customer service

reasons for leaving: look for better opportunities

educational background

name of school: zhongnan university of finance and economics and politics and law

highest degree: bachelor date of graduation: 20\_-07-01

name of major 1: business english name of major 2: japanese

education experience:

start date end date education organization majors certificate certificate no

1997-09 20\_-06 zhongnan university of finance and economics and politics and law business english cet6 \*\*\*5

1997-09 20\_-03 zhongnan university of finance and economics and politics and law business english tem8 0012529

language ability

foreign language: english level: perfect

language ability: japanese, band 3 level

chinese level: perfect cantonese level: excellent

relevant skills and abilities

major in business english, passed cet6 and tem8

9 years” experience in exporting

experienced in stuff managing

active,cautious,easy to get along with

汽车工程师英文简历模板

basic information

name: hu xx

sex: male

marital status: single

nationality: chinese

household registration: shanghai

age: 29

now location: guangzhou

height: 1.74

tel: 135 \*\*\*\*\*\*\*\*

e-mail: \*\*\*\*\* @

career objective

hope job: automotive design engineer

work experience: title: no title

job type: full

job date: anytime

work experience

xx march -xx july xx, ltd., as automotive design engineer. work description:

1, is responsible for arranging the dismantling of the vehicle electrical device; photographed; subsystem components are summarized and analyzed scrap pictures, tables and preparation of scrap parts recording process documents;

2, proofreading point cloud using inmageware and catia software such as single point cloud proofreading to world coordinates; hard spot reporting vehicle electrical parts;

3. analysis of the benchmark vehicle wiring harness diameter of the thread color information, mapping out the anti-conducting state of the vehicle wiring harness, vehicle wiring harness using autocad software to draw maps, designed to harness diagram preparing forward;

4, the preparation of the vehicle ground report summarizing shielded twisted pair wire and other information;

5. the vehicle harness mapping information, vehicle design schematics;

6, three-dimensional vehicle wiring harness design of the vehicle, distributed in the vehicle and are arranged on top of the vehicle electrical parts.

xx march -xx july xx, ltd., as a communications technician. work description:

1, according to customer design drawings optoelectronic products, the preparation of production and production testing operations documents, product packaging design, experimental verification of the relevant product performance;

2, responsible for product sop / cp / fmea / daily report / build report and other documents produced;

3, development and design of new products, new product design and selection of components, to achieve functional requirements of different customers, to achieve stability and performance through a variety of experiments confirm the product functions, optimizing product design, reduce costs, improve product reliability and so on.

education background

graduated: xx university

highest education: bachelor

graduation date: 20\_-07

professional: electronic information engineering

language skills

english level: excellent

mandarin level: excellent

cantonese: excellent

talent

1, can skillfully use cad software for graphic design; proficient in a number of professional software

2, proficient in pro / engineer and familiar plc programming

3, cet6 through, excellent oral and written

personal biography

i am easy-going personality, have good psychological, professional quality and cheerful optimistic and positive outlook on life, afraid of setbacks; dedication, working very careful responsible, excellent ability to work independently, places great emphasis on teamwork, there are certain teamwork ability, >

个人资料部分(personal data)，包括求职者的姓名、性别、出生年月等，与中文简历大体一致。

外企一般都很重视求职者的教育背景(education)，就读的高校越知名，求职成功率就越大。在写教育背景时，求职者应注意的是，在英文简历中求职者受教育的时间排列顺序与中文简历中的时间排列顺序正好相反，也就是从求职者的最高教育层次(学历)写起，至于低至何时，则无一定之规，可根据个人实际情况安排。

在这一部分，求职者必须注意一个细节，那就是大多数外企对 英语 (或其他语种)及计算机水平都有一定的要求。因此，你在这方面如果有优势就尽可能地给予说明。

1.绝无拼写错误。现在文字处理软件都有拼写检查(spelling check)，您实在没有理由拼错，否则雇主会觉得您连最基本的东西都不去做。因此这是完全不能容许的错误。

2.请友人帮忙看一下，这是非常有效的一个方法。一是从拼写、语法、句式等方面来看，有无错误;二是从构思的角度上来看，有没有更合适、更恰当的表达。旁观者清，换一个角度，别人经常能提出一些特别好的建议来。

3.避免明显的语法错误。这并不是说一点儿语法错误都没有，因为 英语 毕竟不是咱们的母语，稍微有一点小错，别人也是能够谅解的。

4.小心相近字。这是拼写检查查不出的错误，要尤为小心。例如，有一位专业是经济学的同志，他本应写major: economics(专业：经济学)，但却误写成了mayor: economy，摇身一变，成了主管经济的市长。

通常，一般求职者只会在履历表开端简单地写上所应征的职位-“position applied: management trainee”或“i am appling for……”其实，若懂得利用这小小空间写出自己的事业目标(job objective)，能显示出你对该工作的热诚及憧憬，能令招聘者对你加倍留意。

不要认为论资排辈只在国企流行，在韩资企业员工升迁也一样论资排辈，所有人都得从底层做起。韩资企业一般实行高度的集权化，大部分管理权集中在公司高层领导那里，中下级管理人员只有很小的权力。更重要的是，上级做出指示后，下级无条件地执行这些指示是工作职责，这有点像军人服从命令是天职一样的感觉。

此外，你还可以简要地写出自己感兴趣的领域(intrested field)。对于大多数求职者，尤其是对搞技术或研究工作的求职者来说，这一点必不可少。因为随着分工越来越细，将工作能力与工作兴趣相结合，不仅是求职者的意愿，对雇主来讲，也同样具有积极的意义。

简历应该涵盖一份合格英文简历必备的信息，包括个人基本情况、教育经历、工作经历、获奖状况、兴趣爱好和自我评价等。对于专业是基础学科，并且有志于研究性工作的同学，可以把科研经历强化。

**20\_年英文简历自我介绍范文汇总六**

【导语】大文斗范文网的会员“fairsky”为你整理了“班级英文口号”范文，希望对你有参考作用。

1. time is money

2. truth never grows old

3. no pains,no gains

4. be the master of study

5. fly my english dream

6. do our best, enjoy ourselves

7. more english, more fun

8. promise little, but do much

9. where there is a will, there is a way

10. if you think you can, you can

11. the more noble, the more humble

12. time lost cannot be won again

13. time past cannot be called back again

14. tomorrow never comes

15. nothing seek, nothing find

16. one never loses anything by politeness

17. impossible is nothing just do it!

18. happy english, happy life

19. to do the most, to show the best

20. english paradise, our world

21. never say die never give up

22. don’t be shy, just have a try

23. study english happily learn english easily

24. the more you speak, the better youll be!

25. there is no royal road to learning

班级口号摘录

班级口号

英文小组口号

班级挑战赛口号

班级公约口号

**20\_年英文简历自我介绍范文汇总七**

欢迎前来阅读浏览关于简历的。内容，小编将会及时为你整理更新关于简历的参考内容，希望对你提供帮助。

简历模板

质量经理英文简历模板

name: mr. g gender: male

wedlock: married nation: han

residence: jiangxi-ganzhou age: 39

location: jiangsu-nanjing height: 165cm

target locations: shanghai、 zhejiang、 jiangxi、 jiangsu、 hubei

target positions: quality/safety management-qa/qc manager/supervisor

management-branch manager/director

management-department director

industry/factories-quality control manager/director

target jobs: qa manager/director、 sqe manager/director、 qm/system manager

education

20\_-03 ~ 20\_-06 shen zhen university business management bachelor degree

1996-09 ~ 1999-07 xinyu college english junior college

1993-09 ~ 1996-07 ningdu high school arts high school

training

20\_-03 ~ 20\_-03 bvqi（guangdong） co.，ltd iso/ts16949:20\_ internal auditor training internal auditor

20\_-04 ~ 20\_-04 tuv rheinland （guangdong） ltd iso14001:20\_ internal auditor training internal auditor

20\_-09 ~ 20\_-12 c&k consultancy six sigma green belt

20\_-03 ~ 20\_-06 c&k consultancy lean manufacture course-completion certificate

20\_-05 ~ 20\_-05 tuv rheinland （guangdong） ltd iso9001:20\_ internal auditor training internal auditor

work experience14 years 0 months work experience,and served on 3 companies.

【you are not full member,please contact us.】 （20\_-06 ~ present）

company type: joint venture company category: electrical,micro-electronics

job title: quality manager positions: branch manager/director

job description: 1. establish,maintain and improve qms（including gjb9001b-20\_），ehs & ems（include rohs &gp）& product certificate（e.g.: 3c, ul,ce,jis,csa,tuv etc.） and its documentations, education and training of quality and engineering tools/methods/demands/standards in production,quality and engineering. administer the central document control ，lab and calibration activities.

e the quality of material,npi,processes and aftersales,monitor daily operation quality status,harmonize each department to resolve process quality issue in time,lead the special quality case improvement,direct and monitor my subordinates work plan,working status,kpi performance and evaluation;

top managemet to set company goals/targets, guide and monitor all departments to set,implement,do statistic analysis their objectives and its kaizen activities（such as yield rate, equipment utilization rate,oay,lar,etc） ；

ze supplier,internal,customer and 3rd parts audit on iso system,process and product,and report its performance to top managerment,communicate on the matter with external parties such as government, customers（e.g.: airbus, cast, zhenhua electronics group,osram,ge, gm, volkswagen,motorola,lenovo, zte, tianyu, huawei, samsung ， sony,panasonic,etc.）and certification organization（e.g.: sgs,tuv,bvqi,cqc）。

,implement and upgrade quality team,team work,milestone,cost down,quality management （including dqe,lab test,sqe,iqe,pqe,oqa,8d,supplier management,ie,pe,npi），data statistic analysis,project management,lean production,production plan,logistics management,damic,based on the demands and standards of client, international organization and company.

the main customers project and oem project manangement.

direct, coach and motivate our staffs and suppliers how to achieve effectively our objective and growth.

perform other duties

achievements:

1、 have qc080000:20\_ certificated by sgs and iso9001:20\_certificated by bvqi in mar,20\_, iso14001:20\_ certificated by sqc in sept.，20\_,iso/ts16949:20\_ certificated by bvqi in nov.， guide three suppliers to have iso/ts16949:20\_（issued by bvqi）/iso14001:20\_ and qc080000（issued by tuv） certificated.

and organize the performance excellence evaluation. in nov 20\_,direct our company to have gb/t\*\*\*certificated by district government review team and got rmb200 thousand district mayor reward.

our staffs and suppliers to master and apply the knowledge of apqp/ppap/fmea/spc/msa,tqm,6σ，7s,qc tools and qe&ie&pe improving. and from oct. 20\_ to now, we decrease iqc lrr from 15% to 2.5%，save material cost 17%，decrease claims from 22pcs to 3pcs monthly ， failure quality cost from rmb300000 to rmb10000 below monthly,fqc defect ratio from 4600ppm to 1000ppm and increase total profit 30% per year.

reason for leaving: contract will be on term and looking for better development

【you are not full member,please contact us.】 （20\_-12 ~ 20\_-06）

company type: multinational enterprise company category: machine-building,machine,heavy industry

job title: quality manager positions: qa/qc manager/supervisor

job description: ish,maintain and improve qms & ems and review their accordance with iso9001,qs9000,ts16949 & iso14001 standards. and possess the iso9000/qs9000/tso14001/ts16949 internal auditor certificates.

the performance of the quality issue, qms & ems and deal with the matter with external parties.

charge of cost down, quality control, quality assurance, continual improvement and audits: internal audit, supplier audit, customer audit and 3rd party audit.

ster the central document control and calibration activities and guide to establish the procedures document ，sop and sip.

5、 plan and consummate qm team and coach how to apply apqp, ppap, fmea,spc, msa,tqm, 6σ，qcc, qc tools and qe improving 。

achievements:

20\_ ts16949:20\_ certificated by bvqi and 3 times surveillance audit of iso9001:20\_（bvqi certificated） and of iso14001:20\_（tuv certificated）；

d the claim from 20 issues to 3 issues and cost down from rmb150000 yuan to rmb20\_0yuan per month after five month hard working（20\_.5~12），increase the profit 42%， company scale and qm team have been double developed in 20\_.

reason for leaving: have better development and working environment

【you are not full member,please contact us.】 （1999-07 ~ 20\_-11）

company type: foreign enterprise company category: electrical,micro-electronics

job title: from sqe to qa supervisor positions: qa/qc manager/supervisor

job description: 1999/07—20\_/10 act as sqe and in charge of iqc, the main job as follow:

ish sip,coach,arrange and monitor iqc to inspect hardware,plastic and electronic components,review the iqc reports, check on iqc work attendance and performance;

m, primary analyze, feedback and assist supplier to review and improve the material quality issue occurred in iqc and our process,besides,handle the defective material and trace the validity on the corrective action.

y the monthly iqc quality report such as lrr, dppm in process, and do analysis, improvement and track on the top three defect items.

ish, develop, implement and improve supplier quality assurance, policies, goals, objectives, management process, and procedures including supplier assessment, qualification, certification and qdc performance;

ing to our development strategy, quality plans and performance targets, co-work with the relative unit （buyer, engineer and other business） to provide supplier quality team with scheduled or timely communication, training, and support in qms & ems（eg. iso9001/ts16949/iso14001/rohs/gp）， management requirements and expectations, quality issues solution, continuous technical improvement activities ， so that the vendors can drive high performance and adequate supply of the qualified parts, material and service;

in the corporate approved vendors list, qualify new supplier or sub-contractor and organize annual key supplier audit with purchasing and engineering in order to ensure vendors’ compliance to procedures and completion of any outstanding items previously identified.

sible for identifying, clarifying and correlating the critical specifications and procedures in manufacturing and test processes with supplier, requesting quality reports or records, and approving fai and ppap for new or modified items from supplier.

ed in mrb disposition, call on the supplier quality review/improvement meeting and perform other duties as required.

20\_/10—20\_/11 act as qa supervisor,the main job as follows:

ish,maintain and improve qms,ehs & ems relating to iso9001/ qs9000/iso14001 standards. 。make up the procedures documents,sop and sip.

ng our staffs and suppliers to apply apqp,ppap,fmea,spc,msa,tqm,6σ，6s,qcc and qc tools to monitor, analyse and improve the process ability.

3、 in charge of supplier management,iqe,ipqe,oqa,new product apqp,quality audit and customer service（8d）

achievements:

our company to gain iso14001 certificate issued by tuv in dec,1999 and qs9000 certificate issued by bvqi in july,20\_;

2、 assist four vendors obtaining the certificates of iso9001/qs9000/iso\*\*\*issued by bvqi or afaq;

the qualification of service to the following international groups:ford,gm,higer,sony,fujifilm,panasonic/ national, philips, liteon, china machinery corp, matic etc.

se iqc lrr from 17.5% to 1.2%，reduce the material cost 7%，control cpk≥1.33 and the process defect ratio≤0.3%，keep the claim ratio under 0.1%，the profit above 35% ，the employee from 600 to 1300,qe team from 2 to 6 staffs.

reason for leaving: go home for education exam

project experience

total 3 project experience （20\_-12 ~ 20\_-10）

job title: ci director

project description: \*\*\*:projects management of new products and its apqp management

software environment: erp

development tools: apqp,doe,spc

project description: one year from june 20\_ to june 20\_ to achieve mass production of 5 types of pesd.

8 months from may 20\_ to dec 20\_ to achieve mass production of 6 types of chipfuse.

oct 20\_ to dec 20\_ to achieve mass production of camera module,solar cell module,led lighting,etc.

responsibility: design and development review,verification and validation to new products and establish its apqp,kept them running and continual improvement.

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\*\*\*:establish new iso system for 7 times

software environment: erp

project description: 3 months to build iso/ts16949:20\_ from mar 20\_ to may 20\_;

3 months to build ohsas18000 from aug 20\_ to oct 20\_;

2 months to build qc080000:20\_ from mar 20\_ to may 20\_;

3 months from sep to nov 20\_ to build iso/ts16949:20\_;

3 months from oct to dec 20\_ to build so9001:20\_;

one month in june 20\_ to certificate iso17025;

2 months from june to july 20\_ to build national military standard gjb9001b-20\_;

responsibility: build new iso system documents and its training,certification,maintainance and improvement.

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\*\*\*:upgraded the iso management system for 3 times

software environment: erp

development tools: apqp,fmea,spc,msa,ppap,doe

project description: one month in dec 20\_ to upgrade iso9001 from version 1994 to 20\_;

one month in may 20\_ to upgrade iso14001 from version 1996 to 20\_;

3、 spent one month in dec 20\_ to upgrade ts16949 from version 20\_ to 20\_;

responsibility: iso system and its documents training,certification,maintainance and improvement.

responsibility: refer to above project description.

special skills

professional title: tqm&lean production&ace

computer level: junior

computer skills: ully apply office 20\_ to build the form and do statistical analysis and photoshop7.0 to edit the photos.

applying auto cad to layout the product.

ully apply the statistical soft such as spcc,minitab to do statistical analysis and continuous improvement.

strengths: 1.13+ years experience of mnc operation and tqm,so gain rich abilities or skills in communication, leadership, damic, team building, teamwork, target value, overall performance audit,cost down,claim disposure,data statistic and analysis,project management,lean production, production plan,logistics management,customer and supplier relation management.

qms（iso9001/gjb9001/vda6.1/qs9000/ts16949/tl9000）/ehs/ems（iso14001/qc080000/rohs/gp） and such product certification as ul/3c/ce/iec/tuv/csa/jis,and master,coach and apply iso,apqp,ppap,fmea,spc,msa,tqm,qcc,6σ，lean manufacture,qc tools and qe&ie&pe improving.

years project management on new products（led lamp&lighting,camera module,solar cell & its module,pesd and chip fuse,assure to meet or exceed customer needs,expectations and timing plan at valued cost according to my product quality planning timing chart for these 5 phases of concept initiation/approval, program approval, prototype, pilot, launch and such 6 processes as plan & define program, product & process design and development review, product & process design and development verification, product & process validation, feedback assessment and corrective action by apqp tool.

engaged in production operation,tqm in below fields:

a:plastic electronic and automotive parts injection,connector,cable & cooler（above 4 years）；

b:tooling,pressing&annealling&plating（terminal,shell,motor core and ic lead frame） and power coating（7 years）；

c:semiconductor components（led lamp & display, ic,diode,chip fuse,gdt,mosfet,tvs,pesd,ptc,pptc,led lighting）（above 10 years）；

d:assembly of ccm under csp or cob process & non-ccm products（5.5 years）；

e:automotive parts and electronics（tool box,handle,camera,head light,stoplight,dashlight）at smt,cob,csp and m/s process（ above 10 years）；

f:solar cell and its module（3 years）。

language skills

chinese: good cantonese: general

english level: majored in english cet-6 spoken good

english: skilled

career objective

career direction: qa/qc manager/director/deputy gm ，sqm manager,operation director/manager, qms&ems manager ， ceo/gm/president assistant.

requirements: five working days and abide by labor laws;

self info.

self assessment: year experience in foreign trade and purchasing business, familiar with operation and management of documentation;

as sjqe appointed by our customer osram,samsung,lg,philips to deal with all affairs related with them,such as operation performanc data reporting,quality management,otc and tdm confirmation,new product and project management,audit,etc.

t company has 40% sales revenue from oem customers（eg.:vishay,ge） and 20% one from odm customers（eg:osram,philips），also 20% capacity needed for oem,build and keep good relationship with oem and his suppliers,in addition,guide,implement and improve supplier quality system,management process,and procedures including supplier assessment,qualification,certification and qdc performance.

hobbies: swimming,reading.

sional tqm with strong ability in innovation,team built,teamwork,leadership and communication.

problem solving, preventive, ci and strategic planning and solid practice 。

sional customer projector quality management,8d, npi and supplier（including oem） quality management.

pled, honest, strict.

,affirmative,aspirant,honest, striving responsibility with steady-going and sure-footed working &life style.

rewards

excellent staff 20\_-02-03

certifications

iso/ts16949 internal auditor 20\_-03-19

ie工程师英文简历模板

name: mr. r gender: male

wedlock: single nation: han

residence: guangdong-qingyuan age: 28

location: guangdong-dongguan height: 173cm

target locations: guangdong

target positions: industry/factories-industrial engineer

industry/factories-production management clerk

industry/factories-technic engineer

target jobs: industrial engineer、 lean engineer

education

20\_-09 ~ 20\_-07 guangdong university of technology industral engineering bachelor degree

training

20\_-12 ~ 20\_-12 guopei certificate internal quality auditor training &qualification

【company name】 （20\_-07 ~ present）

company type: private enterprise company category: electrical,micro-electronics

job title: industrial engineer positions: industrial engineer

job description: : process planning, fixture and equipment planning, prepare process checklist

rd time and capacity evaluation, line balance and prepare sop for new products

in the usage of the consumptive material, standard time and capacity

m line balance and improve process to rise capacity

and improve the tools and fixture in the work site

r the efficiency of the production line, analyze these reasons manpower, machine, material ， environment, method, push the relative dept to solve issues

project planning and push: auto-machine introduce, production way optimize, manpower and material saving, etc

career highlight:

-welding machine introduce: welding process operator saving（16 operators-12 operators=4 operators）， line balance rate upgrade from 83% to 91%， solder wire saving 3.2grams, cost of solder wire saving 1.6 yuan rmb for each pcba.

-packaging production line planning and implement: master carton packaging operator saving, every production line deploy 2 packaging operators for 8 lines, after introduce the new equipment it takes only 5 operator to seal the master carton

cabinet pre-process and final assembly combine: manpower saving include 1 conveyer, 1 visual inspector, 1 loading operator and 1unloading operator（total 4 operators）， and saving the usage of bubble bag and partition board

tive plate incoming package improvement: change the package material and simplify package way to reduce pack cost（from 0.13yuan to 0.09yuan rmb） and cut down unpack operation time（ saving 12 seconds）

ate with rd to change pcba process from dispensing process to solder paste process, in order to cut down welding failure rate after wave-soldering. in this case charge of pcba fixture design and improvement evaluation（repairing welding time 140sec reduce to 70sec,4 repair welding operators cut down to 2 operators）

ing to the small order quantity of the product, study the less humanizing process for small products to reduce the change over loss time（38 operators\*30minute-

20 operator\*40minutes=340minutes） and improve 8% of the motion effective rate

reason for leaving: not very good economic benifit of the company,little chance to promote both in position and welfare

【company name】 （20\_-07 ~ 20\_-06）

company type: joint venture company category: electrical,micro-electronics

job title: junior engineer positions: industrial engineer

job description: ish and maintain the standard labor time, perform line balance to improve production capacity

capacity assessment: base on the mps and the capacity of production line to forecast the workforce requirement

e the cost study report for new products, labor rate evaluate basis on factory operating cost, provide quotation to customer for special process

e the workshop layout and line layout design basis on logistics analysis

ch and develop new packaging method, develop new suppliers for packing material, make order for new packing material and follow up the schedule

with customer complaint and settle products packaging issue, improve packaging method to satisfy customer

career highlight:

1、 function test man-machine operation improvement: cooperate with te to disassemble

and rearrange test item, and modify the way of program display in the monitor, in order

to realize one person simultaneously operate two test machine

2、 line balance improvement: provide the cycle time of each model to set up assemble line speed, and upgrade the line balance rate to 80% above for all model

reason for leaving: not a very good department to pratice and learn ie skill,seek more chance to enhance myself

special skills

professional title:

computer level: national computer exam. grade 3

computer skills: familiar with windows,be good at microsoft office software;

passed national computer rank exam of database technology ；

y in auto cad of computer aided design software;

strengths: familiar with method study and standard time measurement, know well about work study technology including 5w1h inquire skill and ecrs four principles

y in ie seven techniques, comprehend production management essentials

and the activity about 5s.

familiar with logistics analysis during the production process, be capable of

facility planning and machine layout

about the basis quality management tools, such as seven qc methods and fmea technique

language skills

chinese: good cantonese: good

english level: cet-4

english: good

career objective

career direction: a position as ie engineer or lean engineer which will use the ie concept and lean production to reduce the cost of enterprise running ，promote the competitive strength,as a result to achieve the win-win target with enterprise.

requirements:

self info.

self assessment: or degree in industrial engineering, have good sense in cost down, and have successful case of improvement

in taiwan electronic company for almost two year, be familiar with smt, dip, repair welding, final assembly, test and packing process

hands-on skills, have experience in guiding operation for new production first mp

skill in auto-cad, can design and make fixture in the workshop

communication and organization skill in working with other department, have some experience in training

sibility for work and a man of great loyalty, able to learn, patient and positive.

**20\_年英文简历自我介绍范文汇总八**

英文简历 | 英文简历模板 | 英文自我介绍 | 英语求职信 | 英语自我介绍

运用场合

用于不认识的朋友间的初次见面时。

一般还用于求职的时候使用。

参加公务员考试也需要使用。

学生入学自我介绍。

各种考试也需要使用。

编辑个人档案也需要使用。

演讲或者主持的时候

**20\_年英文简历自我介绍范文汇总九**

最新英文简历

ear sir/madam:

your advertisement for a network maintenance engineer in the april 10 student daily interested me bacause the position that you described sounds exactly like the kind of job i am seeking.

according to the advertisement ,your position requires top university,bachelor or above in computer science or equivalent field

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