

Example of a Chronological CV

Christopher Jones

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PROFILE:

A Senior Quality Assurance Technician with a wide range of experience in the food industry. Able to work on own initiative and as part of a team. Proven leadership skills involving managing, developing and motivating teams to achieve their objectives. First-class analytical, design and problem solving skills. Dedicated to maintaining high quality standards.

MAJOR ACHIEVEMENTS:

- Saved the company £50,000 a year by implementing a new quality assurance system.
- Increased the acceptance level of finished goods from 96% to 99%.
- Achieved BS5750 for the production line by rewriting the company's quality assurance procedures.
- Solved major quality assurance problems which temporarily halted production.

EXPERIENCE:

1989 -
date **GEPO FOODS LIMITED**

1992 -
date **Senior Quality Assurance Technician**

Gepo Foods manufacture biscuits under the brand name Manu at their Manchester factory. Responsibilities and achievements:

- Managed all quality assurance in Gepo Foods' Manchester factory and reported directly to the Factory Manager.
- Managed a team of 6 people; assigning them tasks, and motivating them to meet deadlines.
- Demonstrated the quality assurance procedures to customers on factory visits.
- Performed Quality Audits at the factory.

1989 -
1992 **Quality Assurance Technician**

- Created computer applications with the help of a programmer to monitor the factory environment.
- Analysed the quality assurance system and made recommendations for improvements. These were incorporated into the current quality assurance system.
- Examined equipment in the factory to check that it met the company standards.
- Investigated new equipment installed in the factory to make sure that it would comply with quality assurance procedures.

1985 -
1989 **SURRET FOOD PRODUCTS LIMITED**

1986 -
1989 **Research Technician**
Surret Food Products manufacture a wide range of grocery products. Responsibilities:

- Formulated new product lines and conducted the relevant laboratory experiments.
- Performed a study of the shelf life of various canned foods.
- Tested new products to check that they met EEC guidelines for bacteriological content.
- Conducted a survey on packaging.

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1985 - Plant Operator
1986 Worked on the production line at the canning factory. Responsibilities:

- Operated the canning machinery producing tinned fruit and vegetables.
- Solved and fixed any production line problems with the help of the service engineer.

TRAINING COURSES:

Various courses including: Quality Assurance, The BS5750 Quality Approach, Team Leadership I & II, Time Management, Report Writing.

QUALIFICATIONS / EDUCATION:

BSc (Hons) 2.2 in Chemistry at the University of Warwick (1985).

3 A Levels: Chemistry [B], Mathematics [B], Biology [B]; **6 O Levels.**

ADDITIONAL INFORMATION:

Driving Licence: Full, clean.

INTERESTS / HOBBIES:

Football, Grand Prix racing, physical fitness - gym.