

**JOHN SMITH (all caps)**

123 Buck Dr.  
Forest, VA 24245  
Phone: 540-456-3215

(space)

**OBJECTIVE (all caps)**

(space)

To obtain an operations management position in the mining and minerals processing industries.

(space)

**PROFESSIONAL EXPERIENCE (all caps)**

**PLANT MANAGER, United Lime Company** 2002 – Present

*(General description of responsibilities – 3 to 5 sentences)* Complete profit & loss responsibility for a 1 million tpy industrial lime mining, processing and load out operation. Supervise approximately 65 hourly and 5 salaried direct reports. Provide overall management of the mining, processing, load out, maintenance and engineering departments. Led negotiation team for all CBA's. Established community outreach programs to educate surrounding local residents and politicians about the industrial lime business.

*(Example bullets listing 3 to 5 quantifiable achievements)*

- Initiated processing changes and a reduction in stone size, reducing the total cost per ton produced by 14%.
- Implemented process control measures and procedures that increased granular plant production rate 20% and reduced drying fuel consumption 30%.
- Instituted behavior-based safety program to existing safety efforts yielding improved safety metrics, including 5 years without a lost-time accident and reduction in MSHA citations and fines.
- Initiated labor reorganization aimed to provide flexibility resulting in 15% increased productivity as TPMH (tons per man-hour) and 50% reduction in overtime costs.

(space)

**PRODUCTION SUPERINTENDENT, Acme Silica** 1995-2002

*(General description of responsibilities – 3 to 5 sentences)* Responsible for operation of a 1.5 million tpy surface silica mining and processing operation. Supervised 18 hourly and 3 salaried reports. Planned, designed, implemented, and tracked short to medium range development programs. Worked with employees to build a proactive safety program that enables the mine to achieve low cost, safe production.

*(Example bullets listing 3 to 5 quantifiable achievements)*

- Oversaw the installation of a new \$4M primary crushing and screening plant.
- Scheduled production hours to regulate inventory and limit overtime percentage to 18%.
- Lowered overall blasting costs by 16% by improving blast design.

(space)

**MINING ENGINEER, Smith Aggregates** 1989-1995

*(General description of responsibilities – 3 to 5 sentences)* Performed mine planning (short, mid, and long-term) for all company mining operations. Assisted with permitting issues relating to mine planning. Worked with land manager to evaluate and manage properties. Supervised contact surveyors, engineers, and consultants.

*(Example bullets listing 2 to 5 achievements. Positions held earlier in career do not necessarily require as much bullet point data.)*

- Update mine maps using GPS and AutoCAD tools.
- Perform reserve/property evaluations on acquisitions.

(space)

**EDUCATION (all caps)**

(space)

Penn State University. B.S. - Mining Engineering. Graduated in 1988  
George Washington High School. 1983

(space)

**PROFESSIONAL DEVELOPMENT (all caps)**

(space)

Certified MSHA Trainer; 40 Hour Hazardous Material Training  
MSHA Part 46 and 48  
Six Sigma Black Belt certified  
Nordberg Crusher school