

# Resume Generator Tool

# Login with your NIMS Test System User Name & Password



Resume Generator

[Login](#) [Register](#) [Contact](#)

Create your professional resume using NIMS  
Resume Generator.

The easy to use template will help you build a professional resume so you can land that job  
in manufacturing.

Please sign in

You have been logged out successfully.

User Name

Password

Log In

Not registered yet? [Register Now](#)


Unable to login? [Reset your password](#)

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The development of this tool was funded by a grant awarded by the National Network of Business and Industry Associations (National Network). The Network works to bridge the "skills gap" by better connecting the worlds of learning and work.

# Ability to Create and Save Multiple Resumes





## Resume Generator

Welcome Lynnard !

[Resumes](#) [Contact](#) [Logout](#)

### Resumes

**Resume Name**

 [Create New Resume](#)

Show  entries Search:

Name	Last Accessed Date	Actions
<a href="#">Lynnard Resume</a>	05/30/2017	<a href="#">Edit</a> <a href="#">Export</a> <a href="#">Save As</a> <a href="#">Delete</a>
<a href="#">Lynnard resume 1</a>	05/23/2017	<a href="#">Edit</a> <a href="#">Export</a> <a href="#">Save As</a> <a href="#">Delete</a>

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

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# Automatically Populates with Earned NIMS Credentials



Option to create portfolio with more details on earned NIMS machining credentials

The screenshot shows the NIMS Resume Generator interface. At the top left is the NIMS logo, and to its right is the text 'Resume Generator'. In the top right corner, it says 'Welcome Lynnard!' with links for 'Resumes', 'Contact', and 'Logout'. Below this is the title 'Lynnard Resume' and a series of tabs: 'Personal Information', 'Professional Summary', 'Experience', 'Education', 'Credentials' (which is highlighted in blue), 'Other Professional Skills', 'Awards & Recognition', and 'Military'. A red callout box on the left points to the 'Add Certification Crosswalk' section, which has a checked checkbox and the text: 'The crosswalk provides a detailed breakdown of all competency, knowledge and skill areas for the NIMS entry-level machining (Level I) certifications.' To the right of this section is a dropdown menu labeled 'Credentials'. Below this are two credential entries, each with a red 'X' in the top right corner. The first entry is for 'CNC Milling Skills II' with a description of 'Machining Level II Standard' and a completion date of '11/25/2015'. The second entry is for 'CNC Milling: Programming Setup & Operations' with a detailed description and a completion date of '03/05/2008'.

# Ability to Add Additional Professional Skills



The screenshot shows the NIMS Resume Generator interface. At the top left is the NIMS logo, and to its right is the text 'Resume Generator'. In the top right corner, it says 'Welcome Lynnard !' and has links for 'Resumes', 'Contact', and 'Logout'. Below this is the title 'Lynnard Resume' and a series of tabs: 'Personal Information', 'Professional Summary', 'Experience', 'Education', 'Credentials', 'Other Professional Skills' (which is highlighted in blue), 'Awards & Recognition', and 'Military'. The 'Other Professional Skills' section contains three input fields, each with a red 'X' icon to its right. The first field contains 'Microsoft Office applications', the second 'Working with tools & technology', and the third 'Critical thinking & problem solving skills'. To the right of these fields is a dropdown menu labeled 'Skills' with a downward arrow. The dropdown is open, showing a list of skills: 'Communication', 'Data analysis', 'Fluent in French', 'Fluent in Spanish', 'Leadership', 'Project management', 'Team management', and 'Time management'. A red arrow points from a text box on the right towards this list of skills.

Loaded with commonly used skills aligned with CESs and ability to add additional skills

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# Ability to Reorder Content & Select Different Templates Prior to Exporting Resume



The screenshot shows the NIMS Resume Generator interface. At the top left is the NIMS logo, and to its right is the text "Resume Generator". In the top right corner, there is a user greeting "Welcome Lynnard I" and navigation links for "Resumes", "Contact", and "Logout". The main content area is titled "Lynnard Resume" and features a section "Re-order your resume content" with a list of resume sections: Personal Information, Professional Summary, Experience, Education, Credentials, Other Professional Skills, Awards &amp; Recognition, and Military. Below this list are two dropdown menus: "Select Export Template:" with "Template 1" selected, and "Select Font:" with "Times New Roman, Times, serif" selected. At the bottom of the interface, there are two buttons: a green "Export" button and a white "Close" button with a grey border.

# Sample Resume Output



**Lynnard Jenifer**

123 Address Street, Fairfax, VA 22030

703-352-4971, ljenifer@nims-skills.org

## PROFESSIONAL SUMMARY

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- Experienced in cnc programming, set-up and operating machine tools, shop mathematics, reading geometric dimensioning and tolerance, metals properties, layout and machining procedures.
- Skilled in stick, gas, mig and tig welding.
- Trained using CAM and CAD software.
- Knowledgeable in records keeping and shipment handling.
- Well organized, detailed oriented, experienced in the skills to help in Microsoft Word, Excel, and the Internet.

## EXPERIENCE

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### Technical Lead, NIMS

March 2017 - Present

- Design and develop Skills USA blue prints, tooling list and set-up sheets.
- Assist organizations in designing Department of Labor, registered apprenticeship programs.
- Facilitate NIMS On-the-Job Instructor Preparation workshops.
- Develop lesson plans for educator to student trainings.

### BAAM Operator and Machinist , Local Motors

June 2016 - March 2017

- Lead production parts on BAAM / Thermwood machine.
- Create inspection and data sheets, clean, inspect and package parts for shipment. Troubleshoot problems/errors and perform maintenance and periodic cleaning of equipment as required.
- Use standard measuring devices (micrometers, calipers, indicators, surface plates, CMM, etc.) to verify own work quality and maintain extremely high levels of accuracy.
- Create the instructions for machinists.
- Review CAD design drawings.
- Make calculations for programming including where material is cut.
- Translate manufacturing instructions into a computer automated manufacturing (CAM) program.
- Communicate with engineers and clients who will use the programs.
- Check completed programs by running simulations or tests.
- Set-up and operate 3, 4, and 5 axis Horizontal or Vertical CNC machine tools.
- Analyze job order and performs necessary calculations.
- Write CNC programs and modifies existing ones for increased efficiency.
- Train local lab members and employees on shop equipment
- Perform lectures to educate stakeholders and local colleges about the company.

### Manufacturing Teacher, Baltimore City Public Schools

August 2014 - June 2016

- Create curriculum to insure students achieve certifications
- Train students on using various machine tools and shop safety
- Teach students how to utilize cad and cam software
- Help maintain and recruit members for advisory board
- Order tools and equipment for machine shop
- Establish relationship with parents and give updates on their child progress
- Search and secure funding for the program



# Sample Resume Output, Cont.

## EDUCATION

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**Journeyman Machinist, Magna Baltimore Technical Training Center**  
Baltimore, MD  
March 2005 - June 2008

## CREDENTIALS

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### **CNC Milling Skills II**

**Completed Date: November 25, 2015**  
Machining Level II Standard

### **CNC Milling: Programming Setup & Operations**

**Completed Date: March 05, 2008**  
Sets up, programs and operates a CNC mill; maintains quality and safety standards; keeps records; maintains equipment and supplies.

### **Grinding Skills**

**Completed Date: October 30, 2007**  
Conducts process planning and basic surface grinding applications; sets up and operates machine; follows industry inspection techniques and safety standards.

### **Job Planning, Benchwork, & Layout**

**Completed Date: January 02, 2008**  
Conducts process planning and hand operations (drilling, reaming, sawing, and layout); follows industry inspection techniques and safety standards.

### **Measurement, Materials, & Safety**

**Completed Date: February 14, 2008**  
Demonstrates fundamental knowledge of: standard steel classifications and numbering systems, reading of precision measuring devices, shop and machine safety, general machining practices, and inspection techniques.

### **Milling I**

**Completed Date: November 24, 2015**  
Conducts process planning and basic manual milling applications; sets up and operates machine; follows industry inspection techniques and safety standards.

# Sample Resume Output, Cont.



## Machining Level I Credential Overview

### CNC Milling: Programming Setup & Operations

#### OVERVIEW

This certification validates that an individual is able to setup and operate a CNC Milling Center; maintain quality and safety standards; keep records; maintain equipment and supplies.

#### COMPETENCIES

#### KNOWLEDGE + SKILLS

##### Applied Mathematics

Arithmetic  
IPM Calculations  
Pythagorean Theorem  
Right Angle Trigonometry

SFM to RPM Conversion  
Sign Numbers  
Use of Scientific Calculator

##### Cutting Tool Assembly

Configuration (LOC and EOH)  
Holder Applications  
Fitting (tightening and setting)

Inspection of Cutters  
Inspection of Holders

##### Cutting Tool Selection

Cutter Applications  
Cutter Features/Attributes

Manufacturer's Technical Data References

##### Geometrical Dimensioning and Tolerancing

Datum Reference Frame (DRF)  
Degrees of Freedom (DOF)  
Feature Control Frame  
Geometric Control Symbols

Geometric Tolerancing Categories  
Geometric Tolerancing Characteristics  
Geometric Tolerancing Zone Shapes  
Symbols Associated with Feature Control Frame

##### Inspection

Feature with Size Verification  
Feature without Size Verification  
Flatness Verification  
Hole Gaging

Perpendicularity Verification  
Position Verification  
Profile of a Surface Verification  
Surface Finish Verification