

ROBIN SCHLINGER, CFRW, CARW, CECC, CFRWC

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RESUME WRITER

Accomplished leader in **Resume Writing**, with over eight years success in creating *superior resume packages* by drawing upon previous achievements in chemical engineering, process engineering, quality engineering, process development, computers, optimization, process control, research and strategic planning. Earned degree in Chemical Engineering from MIT with a minor in Writing. **Write job-winning resumes for clients**, resulting in referrals and many letters of appreciation. Recognized as one of the top Federal Resume Writing experts in the industry. Noted for advanced analytical skills, a quick study with excellent communications skills. Sustained superior performance while managing key projects which saved millions of dollars with continuous improvements and quality enhancements for major companies.

PROFESSIONAL EXPERIENCE

Writing

- **Write job-winning resume packages for Federal and civilian job markets** by providing excellent service to executive, technical and business clients as a top consultant to several nationally-recognized resume writing services.
- **Receive Letters of Appreciation from local and Internet clients** for excellence in writing resumes.
- **Judged 2007/2008/2009 Toast of the Resume Industry (TORI®) awards and World's Best Resume Writing Competition** based on nationally recognized writing excellence.
- **Coached, trained and supervised resume writers on how to write Federal resumes**, based on expertise.
- **Invited to produce Webinar on the use of O*NET for resume writers.**
- **Developed teleseminar for Resume Writers** on how to develop questions to showcase client talents.
- **Selected as a nationally recognized Resume Writing Expert** by Women for Hire and made presentation at Job Fair.
- **Transitioned military clients to the civilian workforce** by expertly translating military jargon.
- **Edited books for clients** by expertly formatting copy for publication using publishing software.
- **Documented software and wrote comprehensive technical and user manuals** of large software programs.
- **Sought after to create and edit presentations and papers for executive management** throughout career.
- **Facilitated awards from the Environmental Protection Agency** by writing grant packages for MIT professor.

Business Planning and Management

- **Created successful loan applications for small business clients** by writing complete Business Plans.
- **Improved quality and yield and simplified operations** by developing business justification for a \$6.5M modification.
- **Prepared Capital Budget and 5 Year Objectives** for a \$100M specialty chemicals and catalysts division.
- **Developed scenarios to determine best solutions** through financial analysis of major capital projects.
- **Supported PC operations for entire division. Prepared presentations for top management.**
- **Streamlined operations** by writing a Lotus based computer program for Capital Budget and 5 Year Objectives.
- **Provided key financial analysis and justification for multimillion-dollar European plant** by performing strategic analysis of competitors, technology and acquisition targets.
- **Improved marketing** by developing supply and demand analyses for key specialty chemicals and catalysts.

Computers

- **Increased gross margin for three ethylene plants in Brazil and Korea 4 to 7%** by leading team to develop and install DEC VAX/VMS based Optimization and Process Control FORTRAN programs.
- **Saved \$11M/year in raw material costs** by developing statistics-based phosphate mine computer model.
- **Produced and conducted computer training courses** for hundreds in-house and at international client sites.
- **Created websites** for political and commercial clients by using Microsoft FrontPage and HTML language.
- **Increased recovery from 88% to 92%** by researching and implementing programmable control logic.
- **Documented Mobil's Geology Mine Simulator**, a 100,000-line FORTRAN and RPGII program.
- **Bought first IBM PC for Mobil** by attending IBM presentation in Florida one day after PC was officially announced.

Engineering and Quality Control

- **Saved \$1.3M/year expenses and \$10M in capital costs** by conceiving, developing and leading implementation of award-winning technology to reduce factory Volatile Organic Compound (VOC) emissions.
- **Facilitated ISO 9000 site certification** by leading over a dozen internal multi-discipline process quality audits.
- **Enhanced plant flexibility** by developing patented (6,807,969) "Method for Processing Reconstituted Tobacco."
- **Granted patent 4,457,899** for "Process for Removal of Residual Organic Matter from Purified Phosphoric Acid."

Engineering and Quality Control (continued)

- **Managed quality engineering and process improvement projects** at a 100B-cigarette/year factory.
- **Replaced sizing and modified phosphate mine flotation operations** on time, \$500K below budget.
- **Led successful scale-up of \$2M/year specialty organophosphorus chemical** from laboratory to pilot plant.
- **Conducted process capability studies and implemented Statistical Process Control** while providing process support and troubleshooting for the entire tobacco factory.
- **Evaluated effect of possible FDA / cGMP regulation** on the tobacco industry.
- **Increased yield 20% and capacity 80%** by managing implementation of improved shredder technology.
- **Reduced tobacco usage 1%, saving \$1.8M/year**, by implementing new tobacco processing technology.
- **Recovered \$1M year lamina (good tobacco) from waste tobacco** by researching and implementing new technology.
- **Reduced consumer complaints 7%** by leading testing and evaluation of new vision inspection technology.
- **Saved \$500K/year** by using Design of Experiments (DOE) to test cigarettes for relationship of density to loose ends.
- **Nominated for two Gordon Research Conferences on Statistics in Chemistry and Chemical Engineering.**

Owner, Senior Resume Writer, ROBIN'S RESUMES® , Atlanta, GA	2006 – Present
Contract Resume Writer, SEVERAL TOP RESUME COMPANIES , Atlanta, GA and Macon, GA	2001 – 2008
BROWN AND WILLIAMSON TOBACCO CORPORATION , Macon, GA <i>Senior QA Engineer II</i> (1997-2000) <i>Senior Process Engineer I</i> (1992-1997)	1992 – 2000
Senior Applications Engineer / Lead Engineer, ABB SIMCON, INC. , Bloomfield, NJ	1988 – 1992
MOBIL CHEMICAL COMPANY <i>Planning Analyst</i> , MOBIL CHEMICAL PRODUCTS DIVISION, Edison, NJ (1985-1988) <i>Research Engineer / Senior Staff Engineer</i> , MOBIL CHEMICAL R&D, Princeton, NJ & Nichols, FL (1981-1985) <i>Engineer</i> , MOBIL CHEMICAL R&D, Edison, NJ (1978-1981)	1978 – 1988

CERTIFICATIONS / PROFESSIONAL AFFILIATIONS / COMMUNITY SERVICE

Certified Advanced Resume Writer (CARW), Certified Federal Resume Writer (CFRW)
 Certified Electronic Career Coach (CECC), Certified Federal Resume Writer and Coach (CFRWC)
ASQ Certifications (expired): Certified Quality Manager, CQE, CQA
FAA License: Private Pilot, Single Engine Land

Career Management Alliance, Career Directors International (CDI), National Resume Writers Association (NRWA)
Vice President of Communications, MIT Club of Atlanta • Class Agent, MIT Class of 1978

Granted 2000 Young Leadership Award (*one of 26 chosen from 300,000 member organization*)
Chairperson, B&W Cherry Blossom Festival Float Team, won top award

SELECTED COMPUTER EXPERTISE

Microsoft Office (Word, Excel, PowerPoint, Access), Lotus 1-2-3, Lotus Notes, dBase, WordPerfect, StatGraphics, SAS
 Windows, VAX/VMS, MS DOS, Networking, IBM PC, APL, FORTRAN, PL/1, Assembler, some C/C++, BASIC
 Visio, Outlook, Freelance, Microsoft Project, Timeline, PhotoShop, PageMaker, FrontPage, HTML

EDUCATION

Pursued MS, Management of Technology, MERCER UNIVERSITY, Macon, GA (program discontinued)

Bachelor of Science in Chemical Engineering (BSChE), Minor in Writing
MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, MA, GPA: 4.3/5.0, 1978