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Dear Hiring Manager:

This letter summarizes a few important milestones and qualifications ranging from hands-on engineering, to engineering management, to executive management for manufacturing and production facilities. Please consider the following:

- ...MBA degree from GA State University - General Management;
- ...BS in Electrical Engineering from Georgia Tech;
- ...Owner of Mad Mad Whirled - 30,000sf Family and Corporate Entertainment Facility (4 years);
- ...Division Manager for Level-1 automotive manufacturer supplying BMW and Mercedes components (3 years);
- ...Director of Engineering and Maintenance for Ricoh Electronics – Fortune 100 corporation (12 years);
- ...Manager of ISO-9000 Office in Fortune100 production facility (450 employees);
- ...Manager of TPM (Total Productive Management) Office in charge of plant-wide improvements;
- ...Presidential Award recipient for an unconditional ISO-9000 certification;
- ...Regional Leader for company-wide Energy Management Project Team yielding \$2.54M in energy savings for the period of 1991-1993;
- ...East Coast Correspondent for company-wide news magazine.

In addition to my executive experience, I have contributed to such programs as Total Quality Management, ISO-9000, ISO 14000 (Environmental), KAIZEN, TPM, Supply Chain Management, Energy and others. I take pride in staying abreast of new developments in the field of leadership and management, and am quick to apply the latest thinking and technology in bringing continuous improvement to the functions I manage.

I am creative, detail-oriented and client-focused. Self-starter and team player - I am capable of interacting extensively with division heads to provide leadership and direction for all business activities, to ensure that strategic and operational goals and objectives are carried out in a timely and successful manner.

Should you wish to reach me, I can be contacted at 770-826-8174 or jgrinzaid@yahoo.com

Thank you for your consideration.

Sincerely,

Jimmy V. Grinzaid
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