



Sergei Charles

Manufacturing Engineer Associate

☎ (812) 555-6037 ✉ sergei.charles@example.com

🌐 linkedin.com/example/sergeicharles 📍 Evansville, IN 47708

STRENGTHS

- ⚙️ **Production Readiness**
Turned drawings, schematics, and parts data into practical build checkpoints. Faculty reviewers valued clear, usable documentation during capstone work.
- ✅ **Product Verification**
Compared physical assemblies with released requirements and recorded discrepancies early. That habit kept review conversations focused and constructive.
- 🔍 **Obsolescence Review**
Studied an obsolete component through fit, interface, and function checks. A careful substitution record gave reviewers a sound starting point.
- ♥️ **Technical Documentation**
Used spreadsheets and documents for findings, logs, and engineering summaries. Clean records made follow up easier during supervised projects.
- 💬 **Engineering Communication**
Presented verification evidence and production risks to review groups. Questions from peers helped sharpen recommendations and build confidence.

SKILLS

Manufacturing engineering

Production engineering

Engineering drawings Schematics

Bills of Materials Parts Lists

SUMMARY

Early career manufacturing engineer with supervised academic experience supporting **production readiness**, product verification, technical documentation, and **development to manufacturing** transitions. Mechanical Engineering training includes reading engineering drawings and schematics, reviewing **Bills of Materials** and Parts Lists, evaluating prototype conformity, and recording manufacturing findings with Microsoft Office. Project work covered component obsolescence, controlled product data, design changes, production process development, and introductory PDM and PLM practices. Compared as built assemblies with released requirements, traced substitutions through structured records, and presented discrepancies to engineering reviewers. Clear written and oral communication supports practical coordination across manufacturing and engineering activities. U.S. citizen with a Bachelor of Science in Mechanical Engineering, prepared for full time, on site **production engineering** work.

EDUCATION

Bachelor's Degree in Mechanical Engineering

University of Southern Indiana 🎓 GPA: 0 📅 2026 📍 Evansville, Indiana

Coursework: Manufacturing engineering, engineering drawings, product verification, materials planning

TECHNICAL SKILLS

- **Engineering Documentation:** Engineering drawings, Schematics, Technical documentation
- **Product Data:** Bills of Materials, Parts Lists, Revision records
- **Verification Methods:** Product verification, Dimensional checks, Configuration checks
- **Manufacturing Processes:** Production readiness, Process planning, Assembly verification
- **Life Cycle Management:** Product life cycle, Development to manufacturing, Production transition
- **PDM and PLM:** PDM, PLM, Controlled product data
- **Obsolescence Analysis:** Component obsolescence, Part substitution, Interface review
- **Microsoft Office:** Excel, Word, PowerPoint
- **Communication Tools:** Technical reports, Engineering briefings, Review presentations
- **Quality Records:** Issue logs, Nonconformity records, Verification evidence

EXPERIENCE

Manufacturing Engineering Capstone Associate, Production Readiness

Capstone Project 📅 January 2026 - May 2026 📍 Evansville, Indiana

Supported a supervised production readiness effort for an electromechanical assembly. Converted technical requirements into build checkpoints, reviewed **product data**, assessed **component obsolescence**, and prepared engineering evidence for faculty review.

- Translated drawings, schematics, **Bills of Materials**, and **Parts Lists** into build checkpoints.
- Compared prototype assemblies with dimensional requirements and documented nonconformities for engineering review.
- Evaluated an obsolete component against interface, fit, and function requirements for substitution review.
- Mapped drawing release, material readiness, assembly verification, and configuration checks into one workflow.
- Organized revision controlled product records through university **PDM** and **PLM** lab practices.
- Presented manufacturing risks and verification results, then incorporated reviewer feedback into final documentation.

Product Verification Project Associate, Mechanical Subassembly

University Project 📅 September 2025 - December 2025 📍 Evansville, Indiana

Product verification

Obsolescence mitigation

Production readiness

Product life cycle

Technical documentation

PDM and PLM

Process development

Written communication

Oral communication

LANGUAGES

English Native

Russian Intermediate

MY CAREER



● Manufacturing Engineering Capstone Associate, Production Readiness at Capstone Project (4 Months)

● Product Verification Project Associate, Mechanical Subassembly at University Project (3 Months)

● Manufacturing Process Development Lab Associate, Mechanical Assemblies at Student Lab (4 Months)

Performed supervised verification work for a mechanical subassembly. Reconciled physical parts with drawings and product records, maintained technical findings, and communicated unresolved issues through instructor reviewed engineering summaries.

- Verified a mechanical subassembly against drawings and **Parts Lists** before supervised evaluation.
- Interpreted dimensions, tolerances, drawing notes, and **schematics** for a repeatable verification checklist.
- Reconciled **Bills of Materials** with physical parts and revision records, tracing substitutions.
- Maintained inspection results, issue logs, part comparisons, and engineering summaries in spreadsheets.
- Applied **product life cycle** concepts when distinguishing development revisions from final configurations.
- Delivered a technical briefing covering evidence, unresolved issues, and recommended corrections.

Manufacturing Process Development Lab Associate, Mechanical Assemblies

Student Lab 📅 January 2025 - May 2025 📍 Evansville, Indiana

Built supervised process plans for small mechanical assemblies. Connected design requirements with operation sequences, inspection points, material needs, controlled records, and practical production observations.

- Created process plans linking design requirements with operation sequence and inspection points.
- Read **engineering drawings** and **schematics** to determine component relationships during lab builds.
- Reviewed **Bills of Materials** and **Parts Lists** before builds, confirming identity and quantities.
- Tested process changes across repeated builds and recorded recurring production constraints.
- Maintained drawing revisions, process documents, and change records in a PDM and PLM environment.
- Prepared **Microsoft Office** reports summarizing process results, technical issues, and proposed improvements.

PROJECTS

Electromechanical Production Readiness Study 📅 2026

Created a supervised readiness package for an electromechanical assembly. The study connected drawings, schematics, material status, verification evidence, configuration checks, and production transition decisions.

Component Obsolescence Review 📅 2026

Assessed an obsolete purchased component against interface, fit, and functional requirements. Prepared a controlled substitution recommendation supported by product records and engineering review notes.

LEADERSHIP & AWARDS

- Engineering Senior Design Showcase Recognition, 2026
- Dean's List, University of Southern Indiana, 2025

CERTIFICATIONS

- Microsoft Learn, Excel for Engineering Data Fundamentals 📅 2026
- University Continuing Education, Introduction to Product Lifecycle Management 📅 2026

PROFESSIONAL AFFILIATIONS

- Mechanical Engineering Peer Study Group, Project Coordinator, 2025 to 2026
- Senior Design Review Volunteer, 2026

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST