

Lor Xiong

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Dear Hiring Professional,

I am interested your open position and I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your company. Please take a look at my attached resume for a detailed look at my skills and experience.

As my resume indicates, I possess more than 16 years of experience in the Engineering and manufacturing fields. Most recently, my responsibilities as Engineering Technician III at healthcare company that produces medical devices. As the Engineering Technician II, my responsibilities included providing engineering support to manufacturing, perform evaluations of test equipment, validating process and products, and execute protocols and reports. My responsibilities also included maintaining, updating and designing PCBA's and schematics. I assisted on various engineering projects such as cost savings, LEAN and Six Sigma Teams, and introduction of new products. My supervisor also relied on my ability to be a team player who can learn on the fly, manage priorities and adapt to changing responsibilities.

I have attached my resume for your review and I look forward to speaking with you further regarding your available position.

Thank you for your valued time.

Sincerely,
Lor Xiong

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Qualifications

Highly motivated with great attention to detail and organization. Ability to manage projects and prioritize daily responsibilities. A team player who is capable of adjusting priorities on the fly, a quick learner and shows effective communication with cross functional groups. Provide leadership and expertise to resolve complex issues.

Education

Associate of Applied Science : Electronic Engineering Technology, 2001

Westwood College of Technology - Denver, CO, USA

- A combination of theory and lab assignments in Electronic Engineering discipline.
- Used various lab equipments such as Multi-meters, Power Supply's, Oscilloscopes, Component level parts, and Function Generators.
- Graduated with a cumulative G.P.A. of 3.72

Professional Experience

Engineering Technician III

June 2005 to Current

Covidien - Boulder, CO

- Provide sustaining engineering support for manufacturing process, products and service department.
- Work with cross functional groups, consultants, vendors, external customers to release new product, perform cost savings initiatives, continuous improvement activities, and design for manufacturing
- Create and submit Engineering Change Orders (ECO), SDA's, and MCO's through the Agile Product Life Management (PLM) System.
- Generate and execute protocols, data gathering and complete with test reports.
- Perform and assists engineers with process or equipment validations, evaluations and qualifications.
- •Development and construction of test fixtures and ergonomic tools
- Maintain, update, revise and release new test and assembly procedures, BOM's, drawings, electronic data sheets for product acceptance.
- Use Mentor Graphics PADs Layout software for updating, creating, and designing Printed Circuit Board Assemblies and Schematics.
- Perform basic component and board level trouble shooting of MRB PCBA's and assemblies.
- General experience in Operational Excellence, LEAN, 5S, Six Sigma blue belt certified, GD&T, Design of Experiments, and Minitab.
- Provide training to new team members and manufacturing personnel.
- Responsible to holding department P-Card and placing orders for engineering samples, components, equipment, and engineering supplies.
- Company certified First Responder.
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Manufacturing Process Coordinator

March 2004 to May 2005

ValleyLab - Boulder, CO

- Support Operations Engineering Hardware group.
- Generate and update programs as well as validations for new and revised Printed Circuit Boards.
- Clarifies documentation, such as Manufacturing Instructions and Bill Of Materials (BOM) with Change Order (CO) releases.
- Verifies that all BOM's, engineering drawings, sequence reels, and Manufacturing Instructions are in accordance.
- Supported Auto Insertions Process. Manual insertions of DIP, Axial, and various electronic components onto PCB's.

Test Technician

October 2003 to March 2004

Peak Industries - Boulder, CO

- Coordinate activities with technicians and operators to ensure customer orders and schedules are met in a contract manufacturing environment.
- Work with area supervisors, engineers, warehouse, and other line leads to improve production methods and quality of products.
- Assembled and packaged various customer products following manufacturing procedures.
- Ensure all responsible production work cells have updated procedures and all tools and supplies are calibrated and stocked.
- Purge scrap and discrepant materials from work cells.
- Ran testing programs on assembled products per manufacturing procedures to ensure quality of products.

Engineering Technician

September 2000 to March 2003

StorageTek - Louisville, CO

- Performed validation testing of Embedded Micro code in a Research and Development environment.
- Main responsibility was to execute hardware fault injects and to document and report all findings.
- Documentation, Procedure writing and updating procedures.
- Windows NT, XP, 98 and 2000, Unix, Excel, MS DOS, MS Word, PowerPoint.
- Also assisted in Advance Manufacturing Engineering (AME) department and projects.

Recording Head Operator

September 1997 to August 2000

StorageTek - Louisville, CO

- Worked as coordinator/lead for second shift. Ensure that schedules, cycle times, and yields were met. Responsible for providing a work schedule and training.
- Manufactured and assembled tape heads for tape drives. Some work included working in a clean room environment.
- Used various measuring databases to ensure products quality.
- A team environment that includes interface with technicians, engineers, managers, and colleagues. Solved complex problems with the help of technicians and engineers.

Reference Available Upon Request