

FAX INFORMATION**e-mail: rjforbes@worldnet.att.net**

Fax Phone:

Date 3 pages (including cover) sent:

Recipient:

MAILING ADDRESS:

Roger J. Forbes

55 Calle Aragon, Unit E

Laguna Woods, CA 92637

Phone/FAX (949) 461-9311

Attn:

Dear Sirs,

During employment research, I noticed your business with a keen interest. May we meet and discuss employment opportunities within your company. I have experience in Industrial Engineering, Systems Coordination, and Accounting Administration. I am a person who enjoys learning new product technologies and participating in company efforts that increase overall productivity.

Personal skills I have concentrated on to develop better communications in management:

- Proficient in resolving manufacturing problems and expediting engineering revisions.
- Experienced at interviewing company personnel to obtain job-related information.
- Thorough when integrating shop procedures with accounting systems requirements.
- Worked with entrepreneurs in Covina (spreadsheets) to develop Teledesic cell phone company proposal; putting over 300 hexagonal satellites in low Earth orbit (1996).

I hope to be an important resource to your company in any staff function assigned.

Attached is my resume of job experiences & accomplishments. I am able to accommodate a flexible work schedule and travel plans. Please notify me via e-mail or at the above address to arrange an interview and obtain character references. I am willing to consider terms of overall compensation and salary that meet our mutual interests.

Sincerely, Roger J. Forbes

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Objective: To obtain an administrative position within a management environment.

(May 97-2007) Temporary Employment Agency - currently with **Ajilon Finance**, Newport Beach, CA. Knowledge of using computers to write business reports and to prepare financial spreadsheets: Excel, Word, Access, QuickBooks, and adept at learning new software. Proofread data for accuracy and logical sense. Versatile at accomplishing goal-oriented projects, I have provided administrative services to:

Gladstone Institutes, Irvine, CA: Accounts Payable using an Oracle-based system. Verify signature approvals on batches received, enter corporate invoices, schedule vendor payments & travel expenses, print & mail checks, and maintain vendor addresses. Design and update data on customized spreadsheets: accruals, monthly interest and principal amounts from bank statements, import data for General Ledger and other reports.

United Products Group, Anaheim, CA (Injection Molder): Accounts Payable data entry.
TRW REDI, Anaheim, CA: during merger with Elsevier Title Research: Gathered source data for Operating/Capital Plan reports, prepared simulations of P&L Statements and Balance Sheets, reconciled individual account variances vs. beginning balances. Spreadsheets designed for above resulted in error-free transfer of accounting data.

(Feb94-May 97) Admin Assistant: **Money Mailer of Orange Coast** (Franchiser)
Prepare billing information for franchisees. Scheduled coupon ads using AdVantage software (mail at 6-week intervals). Proofread artwork versus draft copies submitted.

(Apr91-Feb-94) Self-Employed: **MODULAR COMMAND SYSTEMS** (closed below 1989).
Subcontracted the assembly and testing of security products to save our customers the costs for replacing existing central stations. Maintained parts inventory in storage unit.

(Jul89-Apr91) Shop Floor Coordinator: **PLAN HOLD CORPORATION**, Irvine, CA
Monitored labor efficiency and machine utilization reports [office equipment products].
Wrote shop procedures and helped implement H/P ASK (MANMAN) system:

- Verified input into Purchase Order, Vendor Master, and Utility data files.
- Maintained Item Master, Routing, Capacity, & Drawing revision data files.

Coordinated hazardous material disposal of liquid and solid waste streams; reviewed MSDS instructions/updates - housecleaning reduced toxic containers by 75%.

(Jul79-Jun89) Production Supervisor: **MODULAR COMMAND SYSTEMS**, Fountain Valley, CA
Product line obtained from Esterline Electronics and renamed as a separate business.
Purchase electronic components and computer equipment. Supervised activities of:

- Chassis and Printed Circuit Assembly Line (six production personnel)
- Production Testing, Shipping & Receiving of security equipment products.

Roger J. Forbes, 55 Calle Aragon, Unit E, Laguna Woods, CA (949) 461-9311 (cont'd)

(Dec65-Jul79) Industrial Engineer: FEDERAL PRODUCTS CORPORATION [metrology]

Audit parts inventory in preparation to move product lines to FPC. [Esterline Electronics, CA]

Developed cost estimating procedure using historical data.. [Fed'l Ayreid, St. Albans, England]

Coordinated the on-site training of FPC personnel and transfer of product line inventories, engineering documents, and test equipment to FPC in Providence, RI:

- Surface Gage Measuring Instruments - from Gould, Cleveland, Ohio.
- Gage Block sets - from C.E. Johannson, Detroit, Michigan.

Investigated work procedures at subsidiary. Cut the delivery time for repaired hearing aids in half by eliminating paperwork delays. [RadioEar Corporation, Pittsburgh, PA]

Integrated Production Control and Accounting information on IBM 360 (PICS) mainframe computer. Drew flow charts, designed custom forms, and wrote procedures:

- Order/Invoice Entry - reduced from 32 to 9 forms handled per order.
- Sales Quotation Hit/Kill Rate - improved forecast accuracy to within 10%.
- Bills of Material & Operation Sheets - revision time cut from 5 days to 2.
- Purchase Orders/Job Orders (MRP) - raised 68% on-time delivery to 83%.

Prepared new equipment cost-savings proposals:

- Multi-Spindle Tapping, Wave Solder Machine, Tools and Fixtures.
- Dial Printing Offset Press - to combine English/Metric scales.

Increased productivity by performing time studies and establishing standard data:

- Air Gage, Mechanical Gage, & Electronic Assembly Departments.
- Air Ring/Air Plug - both Machining and Grinding Departments.
- Numerically Controlled Milling Machines.
- Tapered Gage (to check airplane wing rivet holes) - wrote methods sheets.

Education:

Bryant College, Smithfield, R.I.: Supervisory and Production Control (APICS) courses.

H & R Block 1972: Certified for Individual and Corporate Tax Preparation.

Military: Basic/NCO Prep-AIT-24th Inf Div, Germany-Honorable Discharge 1965.

Apprentice Tool Designer 1959-63: **WHITIN MACHINE WORKS, Whitinsville, MA** [manufacturer of textile preparatory equipment]

Course included training on grinders, lathes, drills, millers, gear cutters, metal & wood pattern making, foundry processes, and advanced mechanical drafting.

Avocations: Book Collecting, Fishing, Bowling, Tennis. I sell out-of-print and used books on the Internet specializing in "Historical Commerce": old trade routes, biographies of industrialists, corporate histories, regional history (especially tales of sojourns, Taverns, and Inns), exploration, and investing. Second language is French.