

VIOLETA OSTOJIC

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WORK EXPERIENCE

J-M Manufacturing

Inside Sales Coordinator
7/00 - Present

Managed existing and opened new accounts in different states. Visited customers at their locations and organized plant tours in order to improve sales volume. Handled special orders, customer complaints and returned goods. Quoted prices to customers on all J-M products, entered orders and scheduled shipping using AS 400 system.

TOTO Industries USA

Leading Laboratory
Technician
6/97 - 12/99

Assisted in daily management of the laboratory. Participated in planning, organized and implemented projects for process optimization, cost reduction and daily production quality improvement. Trained newly hired employees in laboratory practices

Belgrade Oil Refinery Yugoslavia

Product Development &
Application Engineer
12/95 - 6/97

Developed a process for a new product on laboratory scale, investigated possibilities for improvement of product formulations and their properties, and worked on laboratory ISO certification. Worked on the optimization of a mineral oil refining process.

Monitored operation of a used mineral oil re-refining plant. Participated in data collection and analyzed relationship between process parameters and production yields.

Supervised a group of fifteen technicians performing quality control test methods, as to their compliance with ASTM procedures, and installed new ASTM methods.

Responsible for accepting incoming raw materials and releasing QC certificates for products on a timely basis. Performed routine IR, X-ray, and other basic analysis for quality control of lubricant products.

University of Belgrade Yugoslavia

02/95 – 05/95

Worked for Oil Refinery Belgrade on a project for reconstruction of used mineral oil re-refining plant. Responsibilities included: data gathering, formulation of material and energy balances, calculations to specify equipment, selection of process control instrumentation, and economic evaluation of the projected plant.

EDUCATION

University of Belgrade Yugoslavia

9/95

Bachelor of Science in Chemical Engineering
Major in Organic Chemical Engineering, minor in Polymer Engineering. Overall GPA: 3.46/4.00.