

## Sample Completed Biography Form

**To:** Butch Jones – Team ##### leader

**From:** Jennifer Smith

**Subject:** Biography

### *Short description of job/responsibilities:*

I work for XYZ Corporation, a furniture textiles manufacturer, as the director of strategic planning. I manage a staff of 10 people who oversee the strategic planning process for our division. We assist department managers in identifying future needs and materials that align with the strategic objectives set by our parent organization.

### *Work experience in the Baldrige Categories:*

I have extensive experience in Categories 1, 2, 5 and 7 with XYZ Corporation and as a former consultant in my own business.

### *Examiner experience and use of the Baldrige Categories:*

This is my third year as a TNCPE examiner. I have reviewed one Level 4, two Level 3 and two Level 1 applicants. These applicants represented manufacturing, health care and education sectors. I have served as lead for Categories 2 and 4.

My strongest categories are:

Category 2 – Strategic Planning

Category 4 – Measurement, Analysis and Knowledge Management

My Weakest categories are:

Category 3 – Customer Focus

Category 5 – Workforce Focus

### *Background/experience relevant to the applicant's business:*

Minimal experience directly related to the specific business, but I have a lot of experience with service organizations that have over 700 employees from prior work experience.

### *On a personal note:*

My husband and I are active in our church and community. We enjoy traveling and working in the yard.