

ROBERT SMITH

Production Supervisor / Manager

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Production Supervisor / Manager highly experienced in service management, specializing in process change facilitation. Experienced in managing diverse workforces worldwide and throughout the United States. Strong work ethic and excellent attendance record. Responsible for training, directing five work sections with 200 personnel. Assured quality, accurate records for thousands of maintenance and hundreds of personnel files. Recognized as a troubleshooter, capable of turning around difficult situations. Frequently assigned to difficult, high-pressure situations, often within hostile work environments.

SEPTEMBER 2014 - PRESENT

PRODUCTION SUPERVISOR / MANAGER - ABC CORPORATION

- Participating in the production planning process and ensuring coordination on materials and arrangement of appropriate resources to support the production plan.
- Reviewing and approving issued and executed batch records and ensure cGMP is maintained in production operations.
- Performing process investigations, documenting process deviations, initiating Capas and minor equipment change controls.
- Writing batch record supplements and performing minor batch record revisions.
- Generating maintenance work requests and participating in the scheduling of maintenance work.
- Controlling site security, investigating security breaches and participating in actions to maintain a secure site.
- Leading the emergency response effort until relieved by a more senior manager.

APRIL 2006 - SEPTEMBER 2014

SENIOR PRODUCTION SUPERVISOR - ABC CORPORATION

- Managed documentation of and training on production procedures and work instructions.
- Designed and implemented initiative that reduced a production process from four steps to two steps, and eliminated 80% of scrap from the process.
- Ensured compliance with safety rules and eliminated hazards that cause injury, investigated ensured that products were of the highest grade and adhering to high-quality production standards.
- Supervised hourly production and monitor staff attendance and timekeeping.
- Responsible for managing, planning, and directing production work, organizing and prioritizing production needs, improving production processes to enhance product quality and maximize efficiency, identifying problems or bottlenecks in the production processes, appraising staff performance.

- Prepared orders, directed staff, locate products, print labels, negotiating and scheduling pickup and deliveries.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Diploma in People Leadership Fundamentals - 2005 (Bolton High School - Millington, TN) Masters in Conflict - (Abilene Christian University On-line)

SKILLS

Electronics Prototype And Production Assembly., Supervisor, Software Development, Lathe, Milling Machine, Break, Shear, Knowledge Of Lean Manufacturing Principles