

# Robert Smith

## Continuous Improvement Coordinator I

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

To obtain a Leadership position with a company that truly strives for operations excellence through continuous improvement through staff development including dedicated team involvement.

### **WORK EXPERIENCE**

#### ***Continuous Improvement Coordinator I*** **ABC Corporation - December 2004 - May 2008**

##### *Responsibilities:*

- Established an O.E.E.
- Interacted and supported other departments in identifying Quality /Lean Mfg.
- Assisted in coverage for open supervisory positions (open department positions) Manage production operations to achieve the business objectives of the department and company buy maximizing the resources available within the department and company.
- Administered individual job performance reviews.
- Trained all eight Customer Care supervisors on Camtasia.
- Facilitated GEMBA walks.
- Organized tool cabinets by utilizing the foam liners and labeling everything in a highly organized manner.

#### ***Continuous Improvement Coordinator*** **Delta Corporation - 2000 - 2004**

##### *Responsibilities:*

- Continuous Process Improvement (Lean Six Sigma) Green Belt and Yellow Belt Instructor Managed maintenance work centers Continuous Process .
- Maintained effective team and individual communication to achieve progress goals and timelines Participated in all stages of DMAIC process as needed .
- An international manufacturer of conveyer belt, and conveyer systems.
- Set up time reduction Process elimination / simplification.
- S Implementation Material and job scheduling.
- Update / made Work Instructions for innovators and Team Leads.
- Create Flowcharts (orientation of operators) for maximum efficiency.

### **Education**

Business Management - 2000(University of Phoenix)

### **SKILLS**

Strategic Planning,  
Strategy Deployment,  
Change Management,  
Inventory Management,  
Manufacturing  
Management, Quality  
Management.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)