

# Robert Smith

## Director Of Production

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## SUMMARY

Extensive managerial, operational and technical expertise in the chemical and fragrance & flavor industry, managing multiple priorities in a dynamic manufacturing environment. Strong leadership, organizational, decision making and problem solving abilities.

## SKILLS

Customer Service, Handyman Services, Fork Lift Operator, Retail.

## WORK EXPERIENCE

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ABC Corporation - 1998 - 2011

- Set up a new manufacturing area for design to start-up, generating sanitation and manufacturing procedures.
- Planned and prepared yearly Departmental Budgets.
- Maintained inventory requirements for both flavor and fragrance compounds production.
- Coordinated raw materials purchases and deliveries with the Purchasing department.
- Scheduled and prioritized production activities through coordination with Customer Service and Sales department.
- Approved and periodically reviewed production SOPs and site specific work instructions.
- Generated batch tickets for production orders, followed and verified the completeness of all manufacturing documents.

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Delta Corporation - 2008 - 2013

- Coordinated the generation and implementation of plans and written procedures.
- Directed the Logistics activity, including all Shipping/Receiving Warehousing and Import/Export duties.
- Implemented the marketing and promotional plans for the advertising.
- Directed the Print Production, Traffic and Editorial departments.
- Developed and implemented standardized estimating procedures.
- Established web based distribution of ad files to publishers and vendors.
- Planned, scheduled, purchased and managed the production and distribution of all promotional materials for the Special Projects division.

## EDUCATION

MS in Macromolecular Compounds Technology - (Polytechnic Institute Iasi)