

ROBERT SMITH

Manufacturing Assistant

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To ensure safety, quality, positive work environment, customer requirements, and manufacturing needs are met through the Production System philosophy. Providing leadership and motivation to direct reports in a manufacturing system that emphasizes safety, quality, customer satisfaction, and morale.

EXPERIENCE

Manufacturing Assistant

ABC Corporation - MARCH 2011 - DECEMBER 2013

- Coated Line duties included Making changes to and creating Operating Guidelines in Document Management System.
- Created weekly training updates and audits.
- Ordered supplies and filing log sheets.
- Managed clothing (felt) changes for Paper Machine.
- Completed a variety of monthly reports for Coated & SC Lines.
- Assisted the production team with packaging orders, labeling boxes, and preparing orders for shipment.
- Consistently demonstrated a high level of hand-eye coordination and manual dexterity when performing finishing operations such as filing, deburring, abrasive-blasting, parts cleaning, handling, and packaging.

Manufacturing Assistant

Delta Corporation - 2014 - 2017

- Performed basic accounting duties.
- Delivered customer service to customers at the reception desk.
- Organized invoices and job orders to ensure productivity.
- Included experience splicing, crimping, and interconnecting cables and wiring.
- Conferred with establishment personnel, vendors, and customers to coordinate processing and shipping, and to resolve complaints.
- Maintained files for department supervisors and department coordinators.
- Collected and organized data for monthly, quarterly, and yearly reports.

EDUCATION

- Associates In Arts - 2006(Catawba Valley Community College - Hickory, NC)

SKILLS

Detail Oriented, Proficient in MS Office Software, Customer Service.