

OLIVIA SMITH

Production Control Assistant

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Results-driven Production Control Assistant with 5 years of experience in optimizing production schedules and enhancing workflow efficiency. Proven track record in managing logistics, maintaining quality standards, and fostering effective communication among teams. Committed to driving operational excellence and contributing to successful production outcomes.

WORK EXPERIENCE

Production Control Assistant

Quantum Solutions LLC

📅 May / 2021-Ongoing

📍 Phoenix, AZ

1. Generated production work orders from schedules provided by the Production Manager.
2. Maintained and updated work instruction files to ensure compliance with quality standards.
3. Organized and preserved part drawing files for easy access and reference.
4. Provided necessary documentation to the purchasing department to support procurement activities.
5. Assisted the engineering department with project-related tasks and documentation.
6. Created a digital database by scanning all closed work orders for improved record-keeping.
7. Converted old blueprint drawings to PDF format, facilitating digital access and storage.

Production Control Assistant

Summit Peak Industries

📅 May / 2020-May / 2021

📍 Denver, CO

1. Generated daily reports, organized production prints, and managed shop orders efficiently.
2. Executed weekly inventory ordering to maintain optimal stock levels.
3. Communicated with vendors regarding pricing and delivery schedules to ensure timely supply.
4. Facilitated the release of new projects weekly, ensuring alignment with production schedules.
5. Maintained accurate ERP records related to production and inventory control.

EDUCATION

Bachelor of Science in Business Administration

State University

📅 May / 2019-May / 2020

📍 Toronto, ON

Focused on supply chain management and production efficiency.

SKILLS

Production Scheduling
Software



Inventory Management



Adaptability



Technical Skills



ACHIEVEMENTS

- 🌟 Streamlined production order processes, reducing lead time by 20%.
- 🌟 Improved inventory accuracy by implementing a new tracking system.