ROBERT SMITH

Production Line Leader II

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Extensive experience of Forklift Operating, Shipping and Receiving, and Using scan guns. Possess good knowledge of preparing requisitions and orders for new or additional stock items.

EXPERIENCE

Production Line Leader II
ABC Corporation - AUGUST 2012 – JULY 2016

- Mix ingredients according to specified procedures and formulas.
- Observe machine operations to ensure the quality of filled or packaged products to standards.
- Monitor the production line, watching for problems such as pile-ups, jams, or labels are printed properly.
- Attach identification labels to finished packaged items, such as lot numbers or shipping destinations.
- Sort, grade, weigh, and inspect products, verifying and adjusting product weight or measurement to meet specifications.
- Stock and sort product for packaging or filling machine operation, and replenish packaging supplies, such as a plastic wrap, boxes, cartons, glue, ink, or labels.
- Inspect and remove defective products and packaging material.

Production Line Leader
ABC Corporation - 2007 – 2012

- Duties Supervised the production line to ensure production orders were completed on a timely basis.
- Monitored progress and tracked it.
- Motivated team members to meet production goals.
- Enforced safety rules at all times.
- Kept careful inventories of parts.
- Completed requisitions and orders as needed.
- Conferred with management regarding production line issues and goals.

EDUCATION

- High School Diploma - (Mason County Central HS - Scottville, MI)

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SKILLS

Computer Literate, Excellent Written and Verbal Communication.