

# ROBERT SMITH

## Production Operations Manager-Junior

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### SUMMARY

Accomplished professional with 3 years' experience in operations, manufacturing, and production management who is passionate about quality and customer satisfaction. Extensive experience identifying and improving efficiency, productivity, and profitability for organizational operations.

### SKILLS

Microsoft Office, Word, Excel, Quick, ERP Systems, SAP, and Chempax. Bilingual - Fluent in English and Spanish.

### WORK EXPERIENCE

#### **Production Operations Manager-Junior**

ABC Corporation - October 2005 – October 2007

- Responsible for 5 departments and a total of 60 production employees and maintenance engineers.
- Scheduled production personnel to ensure daily on-time deliveries to customers.
- Scheduled additional employees and increased hours of production to ensure adequate customer inventory levels on holidays, special events and peak seasons.
- Set clear goals and performance expectations, identified and increased efficiencies in deficient areas.
- Analyzed, compiled and presented statistical, financial and production processing reports to senior leadership.
- Ensured organizational compliance with federal, state and local government regulations and environmental, health, and safety standards.
- Identified potential safety hazards and secured preventive measures to eliminate or reduce risk, thus reducing the frequency of injuries, claims cost and premiums.

#### **Production Operations Manager**

ABC Corporation - 2004 – 2005

- Oversee Operations in 6 company departments Managed multiple departmental budgets that totaled \$17 Million dollars.
- Monitored costs, timescales, and resources used to achieve our yearly work produced a goal of \$17 Million.
- Served as the single point of contact for project scheduling and changes for 5 departments.
- Supervised 35 to 40 permanent and temporary personnel; to include interviewing, hiring, training, and welfare of all personnel.
- Responsible for the daily operations of all production activities to include planning review, scheduling changes, mixing/batching, cooking, bottling, and packaging.
- Analyzed, compiled and presented statistical, financial and production processing reports to senior leadership.

- Ensured organizational compliance with federal, state and local government regulations and environmental, health, and safety standards.

## SCHOLASTICS

- Christian Ministry / Psychology & Counseling Minor - January 2004(New Orleans Baptist Theological Seminary - New Orleans, LA)