

ROBERT SMITH

Office Production Specialist

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Seeking a competitive and challenging environment where I can serve your organization and establish a career for myself. I strive to excel in this field with hard work, perseverance and dedication.

2011 - 2019

OFFICE PRODUCTION SPECIALIST - FPL FOODS LCC

- Plan and manage production activities based on customer job orders.
- Coordinate with Supervisor to develop production plan and determine workflow requirements.
- Assist in developing production budgets and schedules.
- Monitor and manage on-going workflow to ensure timely delivery.
- Organize job trainings to production team to achieve desired goals.
- Provide technical assistance to team members in their assigned job duties.
- Develop cost-effective production solutions while maintaining high quality and productivity.

2006 - 2011

PRODUCTION SPECIALIST - ABC CORPORATION

- Offshore production facility Gulf of Mexico processing crude oil and gas to onshore pipeline [] Monitor and coordinate oil and gas production with downstream pipeline units.
- [] Determine unit malfunctions by monitoring meters, gauges, lights and sounds.
- [] Install new piping and units for oil, water and gas separation.
- [] Maintain existing piping and units and repair as needed.
- [] Maintain offshore debris regulations.
- [] Monitor and report of petroleum pollution.
- [] Compliance monitoring and coordination with MMS regulations.

EDUCATION

- (Glenn Hills High School - Augusta, GA)

SKILLS

Forklift Operator, Machine Operator, Packing And Handler.

