

# Robert Smith

## Senior Production Supervisor

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### SUMMARY

Seeking a position as a Supervisor or General Manager. Ability Summary Experienced with planning, directing, and coordinating the operations of companies and public and private sector organizations. Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

### SKILLS

Microsoft Office, SAP, Taproot.

### WORK EXPERIENCE

#### Senior Production Supervisor

ABC Corporation - June 1988 - September 2015

- Reviewed processing schedules and production orders to make decisions concerning inventory requirements, staffing requirements, work procedures, and duty assignments, considering budgetary limitations and time constraints.
- Directed and coordinated production, processing, distribution, and marketing activities of industrial organizations.
- Developed and implemented production tracking and quality control systems, analyzing production, quality control, maintenance, and other operational reports, to detect production problems.
- Reviewed operations and conferred with technical and administrative staff to resolve production or processing problems.
- Hired, trained, evaluated, or discharge staff or resolve personnel grievances.
- Enforced safety and sanitation regulations.
- Directed and coordinated activities of employees engaged in the production and processing of goods, such as inspectors, machine operators.

#### Senior Production Supervisor

Delta Corporation - 1985 - 1988

- Supervised production associates in the manufacturing of generic pharmaceutical products Ensured weights, measures and raw materials are managed .
- Published current SOPs, batch records, and protocols to perform production activities Lead troubleshooting and process improvement projects, .
- Reviewed completed production documentation for quality and CGMP compliance; initiated appropriate action when process deviations occurred Designed .
- Provide leadership and supervision to approximately 20 direct labor personnel in the Photo and Etch departments.
- Previous responsibilities included Diffusion, CVD and Thin Films areas.
- Held accountable for inventory control, monthly attainment schedules and the maintenance of process yields.
- Interfaced with engineering, process control, training and maintenance.

### EDUCATION

High School Diploma in General - (Woodmont High School)