

(NAME)

Address

City, State, Zip

Phone:

Email:

---

**(SUMMARY)**

Supervisor with extensive experience in scheduling, production reporting, process improvement, trouble shooting problems and motivating personnel. Creative problem-solver with strong organizational, planning, coordinating, communication and interpersonal skills. Proven leader

**(EXPERIENCE)**

(COMPANY) (CITY, STATE) TO/FROM  
(JOB TITLE) Shift Plant Supervisor

Responsible for day to day production scheduling. Yearly reviews of employees, daily attendance records. On going efficiency reviews. Directly responsible for all training aspects of new employees

- Implemented new programs
- Form more efficient cells of employees to obtain maximum productivity
- Reform cells to be more efficient in their production of product
- Monthly meetings with all 4 departments
- Responsible for day to day operations of all departments on the second shift

(COMPANY) (CITY, STATE) TO/FROM  
(JOB TITLE) Finishing Supervisor

Responsible for day to day production scheduling. Yearly reviews of employees, daily attendance records. On going efficiency reviews. Directly responsible for all training aspects of new employees. Materiel/supplies ordering duties

- Implemented cross-training of operators thus reducing machine downtime, past due product
- Reduced waste
- Implemented various projects in finishing area encompassing safety, environmental and cleanliness
- Improved productivity and quality through training and written procedures

**EDUCATION**

To/From (SCHOOL NAME) (CITY, STATE)

**REFERENCES AVAILABLE UPON REQUEST.**