

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Results-oriented business leader with more than Number20+ years of experience in day-to-day business operations management. Effective liaison to key clients, accounts and external business stakeholders. Offering ability to leverage trends across industries and markets to derive solutions and approaches focused on creating value for customers and profitability for company. Demonstrated ability to streamline processes for efficiency and productivity. Well-versed in applying multi-faceted approach to managing safety, operations and productivity across multiple business lines. Merger and acquisitions specialist adept in creating seamless integration of new operations and businesses.

SKILLS

- Production targets
- Assembly and production
- Equipment operation
- Materials management
- Equipment monitoring
- Compliance understanding
- Safety and compliance
- Supply Chain Management
- Staff Management
- Schedule Management
- Operations management
- Supply chain distribution
- Manufacturing
- Logistics
- Quality assurance
- Inventory oversight
- Project Management
- Project development and life cycle
- P&L Management
- SAP expertise
- Risk analysis and management
- Budgeting and forecasting
- Business administration
- Logistics Management
- Contract Negotiation
- Cost reduction and containment
- Management information systems
- Cost reduction strategies
- Purchasing and procurement
- New product introductions strategies
- Search Engine Optimization
- Business planning

WORK HISTORY

Digital Press Production Supervisor, 05/2017 - 02/2021

International Paper Company – Portland, OR

- Conducted routine inspections of incoming materials to check quality and compliance with established product specifications.
- Prepared, calibrated and monitored production machinery to maintain optimal production levels and consistently achieve daily targets.
- Established clear priorities and production quality standards.
- Boosted production throughput and quality by revamping procedures and monitoring strategies.
- Evaluated incoming materials for quality and amounts ordered.
- Reduced obstacles and variables to maintain production efficiency, meet deadlines and deliver 99% improvement in productivity.
- Achieved goal of 99% on-time shipments by empowering employees to continued success.
- Prepared in advance for and addressed production problems, material deficits, equipment failures and unavoidable delays.
- Set and revised production schedules to meet changing demands.
- Resolved production/ machine issues quickly to maintain productivity goals.
- Trained staff of direct labor employees to perform assembly and manufacture of product.
- Minimized resource and time losses by addressing employee or production issue directly and implementing timely solutions.
- Communicated with all department team members to keep project on schedule.
- Collaborated with internal teams to streamline operations across materials handling, production and shipping.
- Evaluated team member performance every 12 months to identify and resolve productivity concerns.
- Reworked positions and workflow based on individual abilities and production targets.
- Accomplished targets and met demand by assessing equipment efficiency, reviewing materials supplies and organizing manpower.
- Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.
- Monitored materials use to identify concerns and keep costs low.
- Predicted cost overruns by monitoring spending during productions.
- Compiled daily production equipment status reports, detailing parts produced, downtime duration and potential quality concerns.
- Evaluated employee skills and knowledge regularly, providing hands-on training and mentoring to individuals with lagging skills.
- Reduced inventory and monthly team labor hours by strategically updating processes and reorganizing operational workflows.
- Oversaw equipment modifications and upgrades.
- Utilized lean practices to balance workflow and alleviate redundancy.
- Revitalized production area operational structures and procedures to successfully control turnover and waste, enhance output and boost overall quality.
- Revitalized manufacturing flow an operational structures and procedures to successfully control turnover and waste, enhance output and boost overall quality.
- Collaborated with Material and Shipping departments to establish project guidelines and create unique products to drive profitability.
- Resolved Manufacturing issues quickly to maintain productivity goals.
- Communicated with all team members to keep project on schedule.
- Compiled daily production equipment status reports, detailing parts produced, downtime duration and potential quality concerns.

Printing Press Operator, 09/2016 - 05/2017

Berry Global Group Inc. – Augusta, KY

- Produced high quality finished printed materials including brochures, flyers, four-color artwork and mailers.
- Prepared and operated offset printing press for maximum efficiency and production.
- Scheduled preventive maintenance for book block equipment.
- Employed root cause analysis to troubleshoot equipment and processing issues.
- Examined job orders to determine quantity, stock specifications, colors and special printing instructions.
- Analyzed account workload quantity, complexity and due dates to predict and prevent problems.
- Applied appropriate packing sheets to cylinders to build up blanket of thickness.
- Checked job information at each press to verify that correct ink was delivered.
- Logged, trafficked and updated projects in job management software.
- Maintained register during make-ready and productions processes.
- Promptly removed completed loads from press.
- Reviewed completed orders for quality and accuracy.
- Successfully completed monthly safety training sessions.
- Analyzed daily density readings from each printer to detect potential quality issues.
- Wrote clear and concise work instructions.
- Operated press to achieve highest print quality and productivity with minimal scrap.
- Distributed updated weekly report of project priorities to team members and management.
- Set up and operated printing press machines.
- Properly secured loads with security straps, covers and security seals.
- Adjusted press during production runs to maintain specific registration and color densities.
- Proofed all job orders, securing client approval prior to production.
- Multi-tasked to keep all assigned projects running effectively and efficiently.
- Mixed and poured paint and color mixtures into reservoirs.
- Inspected machines and performed repairs.
- Adjusted controls to regulate flow of ink and dampening solution to plate cylinder.
- Loaded and positioned unprinted materials.

Manufacturing Technician, 04/2015 - 09/2016

The Millennium Group – New York, NY

- Tested products or subassemblies for functionality or quality and troubleshoot problems with equipment, devices or products.
- Prepared production documents such as standard operating procedures, manufacturing batch records and productivity reports.
- Assisted engineers in developing, building and testing prototypes and products.
- Calibrated machines to maintain required productivity levels and adherence to quality standards.
- Built product subassemblies or final assemblies and monitored and adjusted production processes or equipment for quality and productivity.
- Inspected finished products for quality and adherence to customer specifications.
- Set up and verified functionality of safety equipment.
- Made sure that products were produced on time and are of good quality.
- Adjusted alignment of drills, guides and holding devices.
- Adhered to social distancing protocols and wore mask or face shield at all times.
- Completed minor preventative maintenance and mechanical repairs on equipment.
- Developed and maintained courteous and effective working relationships.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Offered friendly and efficient service to all customers, handled challenging situations with ease.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.

Shipping and Receiving Manager, 10/2012 - 05/2014

Raintree Graphics – City, STATE

- Negotiated with many different freight companies and received annual contracts resulting in cost savings of 12.35%.
- Worked with vendor representatives to resolve damaged shipments and item shortages, protecting company interests and financial targets.
- Monitored and reported on transportation costs and properly filed shipping documents.
- Stacked and stored pallets at end of shift to keep warehouse clean and organized.
- Coordinated efficient storage areas to optimize materials movements and minimize labor hours.
- Built commercial strategies with management to grow existing accounts, penetrate new customers and markets, and launch new products.
- Handled high-volume paperwork and collaborated with accounting department to resolve invoicing and shipping problems.
- Divided and categorized cargo received and redirected shipments in response to customer requests.
- Managed product pricing and program costs with key executives.
- Maintained positive relationships with representatives of UPS, FedEX, USPS and DHL shipping companies.
- Collaborated with Owner and other management team to build and update sales forecasts and plans.
- Worked with sales managers to drive and monitor sales prospecting.
- Supported outside sales personnel on customer-related efforts and visits to grow sales.
- Boosted inventory and recordkeeping accuracy by conducting thorough inspections and comparing shipment contents with documentation.
- Lead team of 10 employees packaging, palletizing and shipping up to 100's boxes per day.
- Conducted Daily counts and Weekly audits of inventories to identify and resolve discrepancies in records.
- Pulled, verified and packaged items for shipment.
- Worked with vendors to schedule daily pickups and weekly deliveries.
- Achieved 99% on-time shipment rate after implementing a work flow program.
- Orchestrated efficient routing by producing accurate shipping documentation and package labels.
- Prepared shipping documents and invoices, processed payments and fielded client questions.
- Conducted training programs with employees to promote familiarity with company products and applications.
- Determined most cost-effective procedures and routes for shipments.
- Set up local, domestic and international shipments according to postal, shipper and foreign regulations.
- Investigated and adopted optimal shipping and receiving strategies, selecting best carriers, routes and methods to minimize costs and enhance schedules.
- Held responsibility for both profits and losses of business.
- Assigned shipments to carriers in centralized database, choosing least expensive options to minimize shipping fees.
- Operated forklifts, lift trucks and hand trucks to move items around warehouse.
- Oversaw evaluation and onboarding of new suppliers as appropriate to broaden client portfolio and mitigate risk.
- Conducted, aggregated, and distilled market research into meaningful and actionable insights.

EDUCATION

Diploma : General, 06/1986

Las Vegas High School - Las Vegas, NV

ADDITIONAL INFORMATION

United States Navy Veteran