

JESSICA CLAIRE

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Summary

Dedicated Operations Manager dedicated to employing proven methods and cutting-edge technology to meet business performance expectations. Recognized for successful implementation of measures to cut costs, streamline operations and increase productivity. Detailed approach to maintaining high threshold for business operations. Knowledgeable mechanical engineer with over 16 years of experience bringing planning and problem-solving abilities. Focused on maximizing resource utilization to support scalable operations and increase bottom-line profitability. Organized and systematic with natural relationship-building and leadership talents.

Skills

- Staff Training
- Decision Making
- Inventory Management
- Workflow Optimization
- Team Leadership
- Planning and Implementation
- Staff Management
- Budget Development and Management
- Goal Setting
- Operations Monitoring
- Problem-Solving
- Maintaining Compliance
- Employee Motivation
- Resource Allocation
- Budget Control
- Mathematical Calculation and Reasoning
- Quality Assurance
- Cost Reduction
- Operations Oversight

Experience

Operations Manager, 08/2022 to Current

Amarr Garage Doors – Orlando, FL

- Directed day-to-day operations by spearheading implementation of short-term and long-term strategies to achieve business plan and profitability goals.
- Managed scheduling, training and inventory control.
- Built strong operational teams to meet process and production demands.
- Implemented policies and standard operating procedures and managed quality, customer service and logistics.
- Addressed customer concerns with suitable solutions.
- Motivated and evaluated personnel for performance improvement and goal achievement.
- Guided employees on understanding and meeting changing customer needs and expectations.
- Identified areas of deficiency and performed root-cause analysis to solve problems.
- Oversaw financial management, budget management, accounting and payroll activities.
- Aided senior leadership during executive decision-making process by generating daily reports to recommend corrective actions and improvements.
- Collaborated with board of directors to determine mission and values and plan for short and long-term goals.
- Conducted periodic assessments to evaluate company's financial performance.

Production Manager, 10/2020 to 07/2022

Celanese – Saint Louis, MO

- Planned production operations while establishing priorities and sequences for manufacturing processes.
- Scheduled staff work assignments, rotations and overtime.
- Reviewed production orders, schedules, delivery dates and inventory levels to determine product availability.
- Established and updated production schedules to meet changing demands.
- Managed materials to meet production goals and specific customer demands.
- Monitored staff training and output to meet compliance, productivity and revenue goals.
- Reviewed individual employee performance to correct issues and enhance productivity.
- Directed cost reduction and process improvements to boost workflows and productivity.
- Oversaw inventory and physical counts and performed periodic cycle counts to verify outgoing orders.
- Maintained top-notch quality control standards and eliminated downtime to maximize revenue.
- Collaborated with leadership to develop production department budget and forecast.
- Developed and implemented significant process improvements to enhance department quality and throughput.
- Aided raw material planning and escalated supplier issues, preventing shortages.
- Partnered with human resources on training compliance and performance progression methodologies.
- Presented capital equipment justification for machine and technology upgrades.

Tsehay Roschil Industrial and Agricultural Plc, 11/2019 to 11/2020

Production Manager – City, STATE

- Overhauled and repaired equipment such as tractors and harvesters to maintain efficient farm operations.
- Fabricated new metal parts using drill presses and engine lathes.
- Observed safety protocols and farming best practices to maximize performance and prevent unnecessary production delays.
- Installed and maintained irrigation systems using troubleshooting to diagnose and resolve problems.
- Improved function of engines by replacing spark plugs, fuel filters and defective sensors.
- Tracked repairs made, labor time and parts used to calculate bill.

Machine Operation Technician, 11/2008 to 07/2014

Gafat Armament Industry – City, STATE

- Prepared machine for production processes by equipping with required tools and parts.
- Documented daily production data and submitted accurate time logs to keep management up-to-date.
- Detected work-piece defects and machine malfunctions, maintaining apparatus to prevent future issues.
- Set up machines for various jobs to maintain compliance with manufacturing thresholds and waste reduction initiatives.
- Maintained assigned equipment and performed daily inspections to increase equipment longevity and cut costs.
- Lubricated parts and performed minor maintenance to improve machine function.
- Operated multiple fabricating machines, cutoff saws, shears and forming or spinning machines.
- Measured and inspected finished products for defects and compared to work instructions for accuracy.
- Oiled and cleaned machines to keep equipment in proper working order.
- Wrote and tested coding for CNC machines.

Education and Training

Master of Science: Production Engineering, 01/2016

Defens University - Debr Zeit, Ethiopia

Bachelor of Science: Mechanical Engineering Technology, 07/2013

Defense University - Debr Zeit,Ethiopia

Machine Shop Technology, 01/2008

Arba-mich TVET Callegn - Arba Mich,Ethiopia

- Final Grade: 92%

Languages

English:

Negotiated:

Accomplishments

- Created critical KPIs to track and improve on-time delivery, customer issues and safety statistics.

Activities and Honors

- Member, Alumni Association

Certifications

- machine technician and junior mechanical engineer, Gafat engineering - 2008-2016
- mechanical maintenance supervised at ethiopia sugar cooperation omo sugar factory 2016-2018
- production manager at tsehay rosily industrial and agricultural plc 2019-2020
- production manager at pasqua Giuseppe plc 2020-2022
- operation manager at tabor ceramic 2023 up to know