

Jacob Brown

Production and Inventory Manager

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RELEVANT EXPERIENCE

Wabash Center, Lafayette, IN — Production Manager

August 2014 - April 2020

Duties included receiving P.O.s, projecting needs and setting production schedules across 4 areas. That included working with group leaders to ensure materials were available and individual production schedules were established.

Managing inventory through Quickbooks while ensuring accuracy and availability for production. Performing quarterly inventories of all materials on hand and communicating with suppliers. Also had to track future inventory deliveries against upcoming P.O. requirements.

Responsible for sending daily production reports, quality control, quality checks, weekly usage totals, communicating issues or schedule changes with purchasers, preparing deliveries, and billing. Unforeseen duties included solving any issues that arrived on the floor. That included personal, maintenance or supply issues.

Successfully applied Lean management principles to change the production finalizing process. Once applied the new production steps decreased time waste, staff involved, and the amount of steps required to finish the product while maintaining quality.

Developed a new system for daily inventory tracking and quarterly inventory methods which increased inventory accuracy, ease of use, and communication with our purchasers.

Previous job duties include working with a group of people with physical and mental disabilities in a vocational setting. It required ensuring consistent workflow and logging work production daily.

Wabash National, Lafayette, IN — Production Coordinator

June 2012 - March 2013 Temp Agency

Responsible for crew management, safety regulations and maintaining production quality and speed.

Other duties included GPS service testing, pre-finish inspection, training of new crew, and making certain proper tools and inventory were available for three production cells.

SKILLS

Self Management, Creative Problem Solving, Decision Making, Self Teaching, Networking

CERTIFICATIONS

CPR and First Aid certified

Disability Awareness, Providing Positive Supports and Budget & Finance training

Lean Management

Forklift Certification

CARF & ISO Experience

TECHNICAL SKILLS

Microsoft Office Suite, Open Office and Google Docs

Microsoft Dynamics Navision, Quickbooks Enterprise

Adobe Reader, Adobe CS6 Professional Suite, GIMP

AutoCAD Inventor, Autodesk

GROUPS

TCYP Young Professionals