WADE ANDERSON STONE

*70 Allamanda Road, Malabar, Arima.*

*Mobile: 313-8654; 714-9049. E-mail: dayjur1969@gmail.com*

CORE PROFESSIONAL STRENGTHS

* Middle management individual experienced working in fast-paced environments demanding strong organizational, technical and interpersonal skills. Trustworthy, ethical and discreet; committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects; able to multi-task effectively. Capabilities include:

Customer Service and Relations, Accounts Payable/Receivable, Staff recruitment, supervision and training, Production Planning and Scheduling, Materials Management, Manpower Planning, Estimating and Job costing, Inventory Control.

PROFESSIONAL EXPERIENCE

**DOCKSIDE SEAFOODS TRINIDAD LIMITED.**

***Head of Manufacturing & Production,*** *June 2014 - October 2014*

***Inventory Control Clerk,*** *March 2014 - June 2014*

* Plan, schedule and coordinate the daily operations of DSTL production lines to ensure that established work targets are achieved.
* Ensure that approved quality standards, safety standards and specifications are maintained and initiate corrective action to deal with production and manufacturing discrepancies.
* Ensure the timely preparation of production summaries, labour allocation sheets, quality audits and related log sheets in accordance with approved procedures and practices.
* Identify and investigate operational, production or manufacturing discrepancies and initiate corrective action as required.
* Estimate costs and conform to quality standards.
* Initiate and implement programs to control inventory, improve efficiency and increase production.

**SELF EMPLOYED.**

***Food Crop and Livestock Farming,*** *April 2011 - December 2014*

**ARIMA RACE CLUB.**

***Betting Manager,*** *August 2005 – March 2011*

* Review operational expenses, budget estimates, betting accounts and collection reports for accuracy.
* Explain and interpret house rules, such as game rules and betting limits.
* Resolve customer complaints regarding problems such as payout errors.
* Interview and hire workers.
* Train new workers and evaluate their performance

**CARIFLEX (1994) LTD.**

***Assistant Production Manager,***  *October 2004 – July 2005*

* Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
* Plan and establish work schedules, assignments and production sequences to meet production goals.
* Requisition materials, supplies, equipment parts or repair services.
* Confer with other supervisors to coordinate operations and activities within or between departments.
* Determine standards, budgets, production goals and rates, based on company policies, equipment and labour availability and workloads.
* Maintain operations data, such as time, production and cost records, and prepare management reports of production results.

**LABEL HOUSE LTD.**

***Production Planner,***  *July 2003 – August 2004*

* Plan production commitments and timetables for business units, specific programs, and/or jobs, using sales forecasts.
* Review documents such as production schedules, work orders and staffing tables to determine personnel and materials requirements and material priorities.
* Requisition and maintain inventories of materials and supplies necessary to meet production demands.
* Distribute production schedules and work orders to departments.
* Confer with department supervisors and other personnel to assess progress and discuss needed changes.
* Confer with establishment personnel, vendors and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays.
* Revise production schedules when required due to design changes, labour or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production and engineering.
* Record production data, including volume produced, consumption of raw materials and quality control measures.
* Compile information, such as production rates and progress, materials inventories, materials used and customer information, so that status reports can be completed.

***Order Entry Technician,***  *June 2001 – June 2003*

* Obtain customers’ names, addresses, and billing information, product numbers, and specifications of items to be purchased, and enter this information on order forms and job tickets.
* Review orders for completeness according to reporting procedures and forward incomplete orders for further processing.
* Adjust inventory records to reflect product movement.
* File copies of orders received, or post orders on records.
* Calculate and compile order-related statistics, and prepare reports for management.

**ERNEST STONE CONSTRUCTION.**

***Site Manager,***  *August 1987 – November 2000*

* Study job specifications to determine appropriate construction methods.
* Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities and systems.
* Requisition supplies and materials to complete construction projects.
* Select, contract, and oversee workers who complete specific pieces of the project, such as painting or plumbing.
* Take actions to deal with the result of delays, bad weather, or emergencies at construction site.
* Inspect and review projects to monitor compliance with building and safety codes, and other regulations.

COMPUTER SKILLS

* Proficient in Microsoft Windows, Excel, Word, Internet and e-mail.

EDUCATION

HILLVIEW COLLEGE - GCE & CXC O Level - 1985 ; GCE A Level - 1987 .

GCE O Level : Physics - B

Biology - B

Chemistry - C

CXC O Level : English - I

Mathematics - II

Principles of Business - II

Spanish - III

GCE A Level : General Paper - B

Mathematics - E