

Kurtis B. Potts

100 Cox Rd. Waxahachie, TX 75167
(469) 865-6875 kurtis.b.potts@gmail.com

Objective

Honorably discharged Navy veteran with a Bachelor's degree in Business Administration, and 7 years of experience in production supervision and management in various manufacturing environments looking to enhance career with more responsibilities and new challenges.

Qualification Summary

- Excellent leader with supervisory experience of 90+ employees.
- Strong team member with experience in coaching and team building.
- Driven decision maker with ability to meet customer needs and achieve company objectives.

Strengths

- Self-Motivated – Personal desire to achieve excellence in all tasks.
- Personnel Management - Influence, lead, and delegate duties. Mentor and motivate peers to reach goals and objectives.
- Communication - Excellent verbal and written skills. Proficient in Microsoft Office programs.
- Detail Oriented - Passionate pursuit to achieve 100% quality in all production with a careful and detailed approach for quality assurance and control.
- Time Management - Able to multi-task and prioritize to meet mission goals and objectives.

Professional Experience

Hensley Industries, Production Foreman

Dallas, TX August 2012 - Present

- Responsible for the overall safe direction, coordination, and evaluation of department shift.
- Carry out supervisory responsibilities in accordance with company policies and applicable laws.
- Interview, hire, and train employees.
- Appraise performance, rewarding and disciplining of employees.
- Coordinate day-to-day work activities to ensure all production and operational goals/objectives are met.
- Ensure all employees have the required tools and training on matters related to safety, operational standards and department goals.
- Monitor, enforce, and conduct daily safety, quality, and production meetings with the shift.
- Develop, recommend, and implement measures to improve production methods, equipment performance, and quality of product.
- Develop SOP's and SWI's of any new processes, changes or adds to any current processes.
- Conduct 5Y Root Cause Analysis with planning and implementation of any countermeasures.
- Conduct daily departmental 5S inspections and analysis with an emphasis on continuous improvement.
- Work with other departments to improve overall Quality Assurance and improve Quality Control.
- Work with maintenance department to resolve any issues regarding housekeeping and equipment upkeep.
- Support the Environmental Policy by ensuring all hazardous waste, chemicals, and materials have proper documentation, storage and disposal.
- Ensure all employees are trained to meet and achieve company Environmental and Quality Policies.
- Conduct safety horizontal reviews, incident reports, risk assessments, develop, and implement countermeasures.
- Conduct continuous improvement projects including cost savings, new materials, new processes, and new equipment.
- Work with upper management on cost savings analysis and implementation.
- Conduct departmental budget analysis to achieve company and departmental goals.
- Present to upper management process improvement projects, safety projects, Quality Assurance/Control projects.
- Develop metrics for departmental productivity, quality assurance, and quality control.
- Interface with outside vendors to solve material issues and develop new materials.
- Ensure material needs for departmental success are met by writing requisitions and working with purchasing department to acquire materials in timely and efficient manner.

Niagara Bottling LLC, Production Supervisor

Dallas, TX. April 2012-August-2012

- Analyze work orders to estimate worker hours and create production schedules that meet both internal and external needs.
- Establish work procedures to meet production schedules.
- Direct and supervise activities of machine operators and forklift drivers on shift.
- Collaborate with manager of preventative maintenance to schedule activities.
- Completes reports for production numbers, down time, attendance, overtime, and quality checks.
- Interface with others within the organization to ensure customer deadlines are met.
- Trains, coaches, and reviews performance of employees. Works with HR for employee discipline issues, terminations, and recruitment.
- Participates in safety team activities. Monitors and enforces safety requirements.
- Conducts weekly safety talk trainings and daily safety/quality/production meetings.
- Develops, recommends, and implements measures to improve production methods, equipment performance, and quality of product.

Genco ATC Logistics and Electronics, Production Supervisor

Ft. Worth, TX October 2011 - April 2012

- Plan, organize, and monitor resources (people/equipment/time) to ensure smooth and consistent department operation.
- Manage employee issues, concerns, and productivity.
- Plan and coordinate work, train and motivate employees to maximize productivity.
- Meet and exceed all established KPI's and SLA's as dictated by the company and customer.
- Monitor employee job performance/productivity and conduct.
- Ensured employees' ability to perform their jobs in a safe, efficient, and effective manner.
- Responsible for all daily, weekly, and monthly production activities within the test and repair department.

Education & Training

Bachelors of Business Administration: University of Texas at Arlington

August 2003

Concentration: Business Management

United States Navy Training

September 2006 - September 2011

- **D5 Backfit Strategic Weapons System Navigation Operator (158 hours)** - Operation and preventative maintenance course for the navigational equipment use in the Trident strategic weapons system including troubleshooting, knowledge of documentation, system frequency standard and navigational aids.
- **Electronics Technician (Navigation) Class "A" School (720 hours)** – Fundamentals of algebra, trigonometry, basic electronics theory, analog electronics theory, digital electronics theory, and instrumentation and control equipment (I&CE) theory and maintenance, basic electrical theory and applications, hazardous materials, basic ultrasonic systems, and software applications.
- **Tactical Computer and Network Operations (161 hours)** – Functional, physical, documentation descriptions, and operation of tactical computer, networks and protocols, networking environment, data communications, and configuration performance.
- **Electronics Core Apprentice Technical Training (141 hours)** – Address basic electronic technical areas to include direct and alternating current, analog and digital devices.
- **Submarine Systems (5 years)** - Hydraulic Systems, Integrated Announcing Systems, GPS Systems, Navigation Systems, Tomahawk Weapons Systems, Mark 48 ADCAP Torpedo Weapons Systems, Trident Missile Weapons Systems, Missile Compensation Systems, Tactical Radar Systems, Hovering and Depth Control Systems, Weapons and Fire Control Systems, Radio Systems, Propulsion Systems (Nuclear, Diesel, and Electric), High and Low Pressure Air Systems, Atmosphere Monitoring Systems, Ship's Control and Ballast Systems, and Sonar Systems.
- **Software Applications** - Microsoft Office Suite, Voyage Management Systems (VMS), Ring Laser Gyro Navigation Systems (RLGN), Electrostatic Gyro Navigation Systems (ESGN)

Awards & Honors

- Quality Control Project Presentation Award-2016
- Admiral's Citation for duties performed - 2011
- Navy Achievement Medal - 2010
- Navy Sea Service Deployment Medal - 2009, 2011
- Navy Rifleman Ribbon - 2009
- Trident Patrol Breast Insignia - 2008
- Enlisted Submarine Breast Insignia – 2008
- Navy Battle 'E' Ribbon – 2008
- Global War on Terrorism Service Medal - 2007
- Navy Pistol Ribbon – 2006
- National Defense Service Medal – 2006

Security Clearance

- Top Secret

References available upon request