

WILLIE RICHBURG

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Summary

Dedicated leader with demonstrated ability to train, manage and motivate team members to achieve organizational objectives. Decisive and effective production manager skilled in leading cross-functional teams to meet customer demands and deadlines. Manufacturing supervisor successful at exceeding production, revenue and quality standards through effective leadership and cross-training. Production Supervisor focused on producing high quality products that exceed customer expectations and help achieve company production and revenue goals.

Experience

Geodis, Savannah, GA

Feb. 2017 to Present

Order Picker

Processed customer orders. Prepared orders as per purchase orders, pick lists. Checked inventory for product availability manually. Collected requested stock from inventory. Staged packages in order of delivery. Processed customer orders using a bar code scanner to enter data into computer database. Tracked orders, damage reports. Shipped through Federal Express, United Parcel Service, international shipping carriers. Operated equipment such as fork lifts, pallet jacks. Followed all safety procedures. Applied basic math. Assisted in inventory control.

HLA of Georgia, Savannah, GA

Sept. 2016 to Present

Clamp Operator

Performed manual labor. Read and interpreted work orders. Determined work assignments and equipment needs. Loaded and unloaded materials. Sorted cargo. Reported shortages and damaged materials. Followed all safety rules and regulations. Knowledge sets include: clamp, operations.

Todos Recycling, Savannah, GA

July 2014 to July 2016

Supervisor

Successfully managed production activities so all orders were shipped on time. Managed documentation of and training on production procedures and work instructions. Planned, directed, coordinated and assigned manpower to meet aggressive production schedules. Investigated and implement ideas for quality improvement, increased productivity and cost reduction. Maintained and communicated daily productivity and shipment reports for all departments. Created and updated department work instructions and reports on a regular basis. Addressed all personnel issues promptly and professionally.

Pilgrim's Pride Poultry, Athens, GA

Mar. 2003 to June 2008

Quality Assurance Tech& Quality Assurance Asst. Supervisor

Assessed and trained personnel for promotion to cross-functional operations. Mastered the intricacies of the process flow within each department. Led regular stand-up meetings, events and continuous improvement projects with measurable goals. Maintained and enforced a safe and clean working environment at all times. Coordinated preventative maintenance on existing and new production equipment, including routine calibration. Diligently maintained safety and quality standards. Trained, developed and counseled employees to develop a high performing team.

Skills

Basic, Business Administration, Calibration, Continuous Improvement, Cost Control, Database Administration, Delivery, Documentation, Functional, Hiring, Inventory Management, Languages, Leadership, Materials Management, Math, Meeting Facilitation, Personnel, Pick, Policy Analysis, Quality, Quality Control, Read, Safety, Scanners, Scheduling, Shipping

Education

2008 The University of Phoenix, Phoenix, AZ

Associate of Arts: Business Administration

Course Work Completed : Business Administration, **GPA:** 3.02

1987 Cedar Grove High School, Ellenwood, GA

High School Diploma: General Studies

Course Work Completed : General Studies, **GPA:** 2.99