

Robert Littlejohn

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WORK EXPERIENCE

Food-Tek Inc.

Whippany, NJ

Production Supervisor

Oct 2015 – Present

- Oversee all aspects of production to ensure compliance with all procedures and programs as related to legality, safety, quality, and customer specifications.
- Perform pre-operational checks of facility, maintain sanitation records, and record findings.
- Maintain and repair packaging and related equipment.
- Direct and coordinate the activities of employees engaged in the production or processing of goods, such as inspectors, machine setters, and fabricators.
- Plan and establish work schedules, assignments, and production sequences to meet production goals.

Adecco Inc.

Parsippany, NJ

EDM Operator

Mar 2014 – Oct 2015

- Edit programs and operate precision machinery as needed.
- Ensure that machinery is in working condition and properly calibrated.
- Determine program requirements based on design and engineering requirements.

Converttech Inc.

Wharton, NJ

CNC Operator

Mar 2014 – Oct 2014

- Prepared materials for assembly and shipping.
- Cut and drilled steel and aluminum for lathing and milling.
- Operated CNC machines.

Food-Tek Inc.

Whippany, NJ

Machine Operator/Blender/Quality Control

Mar 2012 – Mar 2014

- Set up and operated production equipment in accordance with current, good manufacturing practices, and standard operating procedures.
- Compounded and blended food ingredients and allergens to be packaged and shipped worldwide.

Marcal Paper Mills Inc.

Elmwood Park, NJ

Machine Operator

Mar 2006 – Jan 2012

- Examine completed work to detect defects and verify conformance to work orders, and adjust machinery as necessary to correct production problems.
- Start machines and move controls to regulate tension on pressure rolls, to synchronize speed of machine components, and to adjust temperatures of glue or paraffin.
- Adjust guide assemblies, forming bars, and folding mechanisms according to specifications, using hand tools.
- Measure, space, and set saw blades, cutters, and perforators, according to product specifications.
- Cut products to specified dimensions, using hand or power cutters.

EDUCATION

PASSAIC COUNTY TECHNICAL INSTITUTE

Wayne, NJ

High School Diploma (Jun 2003)

ADDITIONAL SKILLS

- Forklift Operator
- Ability to lift up to 150 lbs
- Ability to work in a fast-paced environment
- Organizational Skills

- Leadership Skills
- Strategic Thinker

CREDENTIALS AND LICENSES

- Forklift Operator Certification
- CPR Certification

REFERENCES

References available upon request