

# **Mark Mey**

## **Production Manager**

Broken Arrow, OK  
Mmey@cox.net - 918-271-3224

Military professional with experience in team management, administrative accountability and supply management.

Efficient with Microsoft office suite.

Detailed Supervisor effective in creating positive environments where employees can thrive and succeed. Reliable, quick-paced and very team-oriented.

Dedicated Supervisor with excellent issue and conflict resolution skills with more than 14 years of experience leading talented teams.

### **WORK EXPERIENCE**

#### **Production Manager**

American Precision Prototyping, LLC - Tulsa, OK -

July 2004 to August 2018

Optimized scheduling based on deep expertise of machine capacities and Tulsa, OK equipment.

Production Manager Coordinated position requirements, schedules and production team 07/2004 - 08/2018 processes.

Set schedules and allocated resources for current and backlog production requirements.

Established and maintained clear production procedures, job roles and quality assurance guidelines.

Developed and maintained strong and clear communication and rapport with plant personnel.

Maintained and enforced a safe and clean working environment at all times.

Coached employees in developing and achieving individual performance goals.

Coordinated preventative maintenance on existing and new production equipment, including routine calibration.

Led regular stand-up meetings, events and continuous improvement projects with measurable goals.

Managed materials to keep up with production goals and meet customer demands.

Brought product to market by bridging any gaps between different functions and aligning the teams involved.

Supervised production schedules, production quality and on time

delivery.

Operated all equipment throughout manufacturing process to back-fill.

Reviewed production orders, schedules, delivery dates and inventory levels to determine product availability.

Enforced a culture of lean manufacturing and continuous improvement while providing operational leadership.

Assessed and trained personnel for promotion to cross-functional operations.

Directed and motivated a 23-person team of production staff.

Improved efficiency and productivity by eliminating waste and production constraints.

Trained, developed and counseled employees to develop a high performing team.

Held team meetings to discuss product value and vision while allowing team members to give ideas and suggestions.

Established and adjusted work procedures to meet production schedules.

Completed key projects on time, on budget and with a high level of accuracy.

## **Senior Team Leader**

Greenskeepers Landscaping LLC -

May 2001 to May 2004

Tulsa, Managed work with little supervision.

OK Took care of facility equipment, grounds, roads and fences.

Senior Team Leader Oiled and cleaned machines and added coolant to machine reservoirs.  
05/2001 - 05/2004

Transported materials, tools and machines to installation sites.

Mentored junior team members, providing guidance on proper techniques and safety.

Counted and verified orders picked to ensure accuracy.

Worked overtime, including evenings and weekends, to respond to emergencies and fix unsafe conditions.

Applied changes requested by designers, owners or inspectors.

Planned work and determined appropriate tools and equipment.

Managed inventory, maintained equipment and cleaned work areas.

Continually cleaned work areas and equipment.

Performed weekly maintenance assessments.

Notified supervisors of faulty operations and defective materials.

Reduced downtime during production by maintaining equipment and reducing unnecessary maintenance.

Monitored daily schedules to ensure timely task completion for each site.

Completed finishing work such as trimming around trees and bushes.

Gathered and transported trash and debris.

## **EDUCATION**

### **High School Diploma**

Vermilion High School - Vermilion, OH

1978

## **vocational**

EHOVE vocational School - Milan, OH

### **SKILLS**

MAINTENANCE (10+ years), OPERATIONS (10+ years), FILE (10+ years), OPERATIONS  
MANAGEMENT (10+ years), TIME MANAGEMENT (10+ years)

### **ADDITIONAL INFORMATION**

#### **Skills**

Training and development Positive learning process  
Client-focused Quick learner  
Time management skills Operations management  
Computer proficient File/records maintenance  
Results-oriented