**Aleksandra Adamska**

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**August 2014-Present**

Hill Biscuits Ltd

Smith Street  
Ashton-under-Lyne  
Lancashire, OL7 0DB

Hill Biscuits it is Food Factory produced plain and creams biscuits.

www.hillbiscuits.com

**Experience:**

**October 2017-Present**: Production Data Coordinator/ Production Admin

Responsibilities: Collecting all previous day’s production reports, mixing batch sheets, receipts to depot and entering this information into the works systems. Reconcile production pallet sheets against receipts to depot. Amend anomalies. Create Daily Production Report spreadsheet from latest plan. Enter daily production figures into DPR and daily and weekly trackers. Using the above paperwork to carry out mass balance for all 3 baking lines, accounting for all raw materials used. Update crumb stock daily. Update DPR as quarantined product is released / scrapped. Re-conciliation of previous days pick list against mixing sheets.Trending production KPI’s(Key Point Indicators) for the Operations Director highlighting the top 3 downtime issues on a daily basis. Entering production data into the SAGE 200 system and generating works orders. Waste trend analysis.

**June 2017**: I was invited to form part of a continuous improvement team. The objective was to save the Company 250 thousand ponds, by increasing throughput, increasing efficiency and reducing waste. Lauras International are a company that taught us the tools which to use to reach our objectives. My main contributory factor was to reduce waste, by using a technique called Problem – Cause-Solution. I identified the main areas where waste was generated, focused on those areas and drove down waste percentages from around 10% to less than 3%. An annual saving of 116 thousand pounds.

I was then tasked with reducing giveaway waste, weight of product above the stated packet weight of a biscuits. I carried out plant and oven profile work, which identified the lines which needed to be focused on first. Reporting my findings into the operations director, the giveaway savings on one line alone was £52,000 with a further £76,000 achievable with a small spend. This experience working with Lauras international and the successes we made, total savings implemented and in-hand came in at over £670,000; lead the company to offer me a promotion within the production Administration team. I accepted.

**August 2017**: Profile work with a view to the purchase of new machinery was another project assigned to me. Duties included collecting product, analyzing all parameters, weight, size, depth and moisture, entering the results into a spreadsheet, graphing the results and presenting to the board. This work then was used to decide how we moved forward with the purchase of new machinery.

**August 2014:** Quality Assurance Sampler

My responsibilities included: average weight recording, packet seal and code assessment, moisture determination, cream biscuits breakdown. I was responsible for ensuring the quality of the production of biscuits.

**November 2013 –March 2014** The Cafee, Ashton St Michael Square

Kitchen and food service in the cafe

Washing, cutting and preparing healthy organic meals and juices

Welcoming customers, taking orders, managing the till, taking money from customers and handing out receipts.

**2007-2013 Housewife**

I stayed at home with my children and when I had free time I learned English language.

**2003- 2007 Toyota Poland** - Quality Technician(SEWS Poland; 27 Okrezna Street in Leszno)

My main job was checking electrical installation in Toyota cars before the cars were released into sale, using specialized eclectic testing equipment according to instructions

**2000-2003 Primary School nr 13** (Zamenhofa Street Leszno)

I worked at school as teaching assistant and librarian. It was a job as a substitute

**1997- 1999 ALAN Grocery shop** (56 Mila Street, Leszno)

My duties included till handling, serving and advising customers and helping them with their shopping, handling customers returns and complains, stock inventarisation, taking orders and coordinating deliveries

**1995 - 1996 Pizza Hut** Market Street in Leszno

My duties included helping the chef, chopping and peeling vegetables, preparing pizza dough, cleaning trays, checking product freshness and fridge temperatures, cleaning tables, pot collecting, and other general kitchen duties.

**Education:**

**2009-2017**: ESOL level 2 (Tameside College in Ashton Under Lyne)

**1996-1999**: Librarianship studies / Degree/University of Jarocin- POKB Jarocin

I studied librarianship part time at the university whilst taking care of my children. I am good at managing my time, prioritizing tasks and concentrating for a long time.

**1992-1996**: College of Leszno

This was a college in Poland where I studied 14 basic subjects, including Maths

**Hobbies:**

Cooking, reading books