1. Worked with engineering, production and testing departments to implement corrective actions for missed milestones.
2. Developed production schedules according to deadlines for existing orders and sales forecasting.
3. Reviewed inventories, tracked production statuses and ordered materials to foster consistent availability and production schedule adherence.
4. Developed, released and monitored daily schedules to foster on-time completion of finished products.
5. Employed accurate forecasting to increase efficiency and reduce waste.
6. Collected and reviewed engineering data to assess needs and recommend solutions.
7. Read worker logs, product processing sheets or specification sheets to verify records adhered to quality assurance specifications.
8. Customized SAP production planning and detailed scheduling tools to support factory production initiatives.
9. Developed automation tools to improve efficiency, eliminate waste and free up labor hours for other needs.
10. Investigated processes to develop maps and determine optimal improvement approaches.
11. Selected material quantities or processing methods needed to achieve efficient production.
12. Evaluated employee performance and equipment organization to assess and improve plant operations.
13. Tested selected products at specified stages in production process for performance characteristics or adherence to specifications.
14. Managed quality assurance initiatives, including [Task], [Task] and [Task].
15. Generated, submitted and presented reports every [Timeframe] to enhance [Area of expertise] quality standards.
16. Created plans and communicated deadlines to ensure projects were completed on time.
17. Prepared a variety of different written communications, reports and documents to ensure smooth operations.
18. Scheduled preventive and predictive maintenance actions based on failure analysis.
19. Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.
20. Maintained excellent attendance record, consistently arriving to work on time.