

JOE DAVIS

1034 E Main St , Montrose, CO 81401

(970)708-8497

joeaticp@gmail.com

Strong business operations manager, quality controller, and process analyzer with key skills for manufacturing stabilization and enhancement, cost control identification, and industry improvement.

July 6, 2014

Dear Hiring Director,

I would like to thank you for this opportunity to present my key skills, attributes, and work ethics to you for consideration of the managerial/supervisory position available. Among the many qualifications which I bring to your organization are:

- Strong leadership and proven managerial skills.
- Excellent communication skills both as presenting to a group or engaged one-on-one.
- Experience skilled problem analyzer, quantifier, and solver.
- Qualified First Aid Responder.
- Very proficient in Micro Office software.
- Utilizer of ADP, Quest, CM4D and various other softwares.
- Strongly proficient in computers.
- Proficient typist.
- Strong QA knowledge and analyzing background.
- Excellent ability to multi task.

Within the attached resume you will find my abilities and knowledge to be a great asset to the growth of your company. I truly look forward to hearing from you.

Best Regards,

Joe Davis

Enclosed: Resume

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Strong business operations manager, quality controller, and process analyzer with key skills for manufacturing stabilization and enhancement, cost control identification, and industry improvement.

EDUCATION

Rich East High School - 1990 Graduate
General Studies
Graduated on the National Honor Society

Ford Motor Company Training Center

Process Control and Analyses, Adult Teaching, Six-Sigma, Problem Solving, Quantification Analysis, Team Building, Mass Communication.

Attended various advance level training workshops for skill building and advancement .

Safety Training

Certified in CPR and First Aid.

Computer Training

Microsoft Office Suite Advanced
ADP Payroll Software
CM4D Dimensional Processing Software
Computer Build/Repair

AWARDS

Ford Motor Company:

- Recognized for outstanding efforts on new model launch projects.
- Recognized as top education trainer.
- Received various awards for implemented cost saving projects for an annual cost saving total of over \$650,000.

Indiana Commercial Realty:

- Received CoStar Real Estate Power Broker 2010-2011.

Russell Stovers Candies:

- Received AIB Food Safety - Outstanding Excellence Award.

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Work Experience

Ford Motor Company - Chicago Heights, Illinois (August 1990 - June 2006)

Ford Motor Company - Production - 1990 to 1993

Duties -

- Operated various machines within a production assembly process safely and efficiently.
- The operation varied from forming machines to welding fixtures.
- Demonstrated exceptional dexterity in order to reach goals. Maintained quality inspection and control at the point of production.
- Conducted meetings to provide awareness of concerns and problems solve any issues. Voted to team leader and represented the group in meetings and presentations.
- Continuously looked for process improvements and implemented many dealing production increases, waste reduction, and safety assurance.
- Worked with the maintenance department on various tasks to ensure proper machine operations. Implemented various cost saving projects throughout the processes and company.

Recognitions: Shared in receiving various awards and recognitions for process improvements. Voted into leadership position by peers within the team. Promoted to the training division for outstanding leadership and communication skills.

Ford Motor Company - Process Trainer/Education Coordinator- 1993 to 1995

Duties -

- Was responsible for the coordination and training of the Ford Production System to all 2400 employees within the Chicago Heights, Illinois, production plant through various workshops and sessions.
- Primary instructor for Ford Safety Training, Ford Productions System (FPS) which encompassed team building, problem solving, problem quantification, communication, and data analysis.

Recognitions: Recognized by corporate as being a lead trainer and traveled to several locations in order to instruct other trainers on motivational and creative techniques. Appeared in various videos circulated throughout the company on training procedures.

Ford Motor Company - Maintenance Personnel (Utility Man) - 1995 to 1996

Duties -

- Ensured that the equipment was safe and functioned properly through preventative maintenance tasks.
- Trouble shot malfunctions and implemented repairs to various machines. Tested equipment for proper functionality.
- Provided performance data for analysis of needed improvements and process control adherence.

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Recognitions: Shared in receiving various awards and recognitions for process improvements.

Ford Motor Company - Quality Control - 1996 to 2006

Duties -

- Reviewed production processes and end items for compliance in order to meet quality standards and customers' requests.
- Prepared and presented Daily Production Status Reports at daily review meeting.
- Established control limit tolerances based upon process review, production examination, and customer contact.
- Met with customers to identify concerns and solutions needed for process improvements.
- Provided performance data for analysis of needed improvements and process control adherence.
- Continuously looked for process improvements and implemented many dealing production increases, waste reduction, and safety assurance.
- Performed tests on weld strength, component reliability, and dimensional tolerance.
- Launched the CM4D reliability measurement system which linked real time with customers and could be viewed by various personnel which heightened awareness of the process capability.
- Oversaw the Statistical Process Control department and provided data to various levels of management in several departments.
- Conducted meetings to provide awareness of concerns and problems solve any issues.

Recognitions: Shared in receiving various awards and recognitions for process improvements. Promoted to several project launch teams.

Indiana Commercial Realty - Crown Point, Indiana (June 2006- December 2013)

- **CoStar Real Estate Power Broker 2010-2011**

Indiana Commercial Realty - Broker/Owner 2006-2013

Duties-

- Owned and operated successful real estate company.
- Reviewed, evaluated, hired, and terminated employees.
- Generated and reviewed business activity reports.
- Analyzed business data daily.
- Handled all marketing material.
- Maintained website and several other marketing sites.
- Met with customers to evaluate their needs and provide services.

Recognitions: Costar Power Broker of the Year - 2010 and 2011, Recognized for Outstanding Service by GNIAR (Greater Northwest Indiana Board of Realtors), Member in Excellent Standing of Crossroads Chamber of Commerce and the National Board of Realtors.

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Russell Stovers Candies - Montrose, CO (June 2013 - Present)

Russell Stovers Candies - Shift Manager/Supervisor/Superintendent June 2013 - Present

Duties-

- Rolls currently served on Night Shift as the Manager:
 - **Maintenance Manager**: Identify maintenance issues, direct staff on projects, oversee to completion.
 - **Production Manager**: Assign employees to various tasks in order to maintain optimal production and fulfill schedules.
 - **Kitchen Manager**: Review production needs and assign cooks duties. Maintain Quality Control standards and compliance.
 - **Shipping Manager**: Ensure that personnel are following through the process and proper material movement is being conducted.
 - **HR Director**: Review employees performance, perform disciplinary write ups, and handle all other miscellaneous issues such as payroll, status change, job change request, vacation requests, and attendance issues.
 - **Safety Supervisor**: Review all employees for safety compliance and address safety concerns when they arise including responding to any first aid emergency issues.
 - **Scheduler**: Adjust scheduling according to review of several components in order to best utilize manpower and meet customer needs.
 - **Sanitation Manager**: Ensure that the sanitation personnel are covering all tasks needed to provide a safe, clean, productive work environment.
 - **Security Manager**: Monitor plant for security compliance and resolve any uprising concerns.
- Analyze production data for scheduling and production.
- Adhered to FDA Good Manufacturing Practices throughout all processes and departments in order to maintain compliance.
- Oversee 160 employees and all full production nightly operations.
- Prepare and present Daily Production Status Reports dealing with attendance, production performance, efficiency, and quality information.
- Continuously looked for process improvements dealing production increases, waste reduction, and safety assurance.

Recognitions: Achieved AIB Food Safety - Outstanding Excellence Award. Highest level in company history.

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Skills

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- Qualified First Aid Responder.
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- Utilizer of ADP, Quest, CM4D and various other softwares.
- Strongly proficient in computers.
- Proficient typist.
- Strong QA knowledge and analyzing background.
- Excellent ability to multi task.

REFERENCES

- Shaun Krenzke -Work Associate - AfterGlow Design - 219-363-1157
skrenzke@afterglowdesignllc.com
- Christopher Hedges - Client - 219-742-3466 - christopher.hedges@gmail.com
- Ron Morris - Associate - 219-808-7175 - 43g5@sbcglobal.net