

# Keanan Milligan

Goodwell, OK

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## WORK EXPERIENCE

### **Production Trainer/ Management**

Seaboard Foods - Goodwell, OK - March 2013 to Present

Review processing schedules or production orders to make decisions concerning inventory requirements, staffing

requirements, work procedures, or duty assignments, considering budgetary limitations and time constraints.

- Develop or implement production tracking or quality control systems, analyzing production, quality control, maintenance, or other operational reports, to detect production problems.
- Direct or coordinate production, processing, distribution, or marketing activities of industrial organizations.
- Set and monitor product standards, examining samples of raw products or directing testing during processing, to ensure finished products are of prescribed quality.
- Monitor performance of quality control systems to ensure effectiveness and efficiency.
- Direct the tracking of defects, test results, or other regularly reported quality control data.
- Identify critical points in the manufacturing process and specify sampling procedures to be used at these points.
- Identify quality problems or areas for improvement and recommend solutions.
- Monitor development of new products to help identify possible problems for mass production.
- Assign work schedules, following work requirements, to ensure quality and timely delivery of service.
- Inspect work areas or operating equipment to ensure conformance to established standards in areas such as cleanliness or maintenance.
- Train workers in proper operational procedures and functions and explain company policies.
- Meet with managers or other supervisors to stay informed of changes affecting operations.
- Resolve customer complaints regarding worker performance or services rendered.
- Analyze and record personnel or operational data and write related activity reports.

### **Production Worker**

Seaboard Foods - January 2013 to March 2013

Operate machinery used in the production process, or assist machine operators.

- Examine products to verify conformance to quality standards.
- Lift raw materials, finished products, and packed items, manually or using hoists.
- Count finished products to determine if product orders are complete.
- Observe equipment operations so that malfunctions can be detected, and notify operators of any malfunctions.
- Load and unload items from machines, conveyors, and conveyances.
- Clean and lubricate equipment.
- Start machines or equipment in order to begin production processes.
- Separate products according to weight, grade, size, and composition of materials used to produce them.
- Turn valves to regulate flow of liquids or air, to reverse machines, to start pumps, or to regulate equipment.
- Signal coworkers to direct them to move products during the production process.
- Prepare raw materials for processing.
- Wash work areas, machines, equipment, vehicles, and products.

## **Glass tech**

Claytons Glass - April 2010 to April 2012

Remove broken or damaged glass windshields or window glass from motor vehicles, using hand tools to remove

screws from frames holding glass.

- Replace all moldings, clips, windshield wipers, or other parts that were removed prior to glass replacement or repair.
- Remove moldings, clips, windshield wipers, screws, bolts, and inside A-pillar moldings and lower headliners in preparation for installation or repair work.
- Install replacement glass in vehicles after old glass has been removed and all necessary preparations have been made.
- Allow all glass parts installed with urethane ample time to cure, taking temperature and humidity into account.
- Obtain windshields or windows for specific automobile makes and models from stock and examine them for defects prior to installation.
- Check for and remove moisture or contamination in damaged areas and keep areas dry until repairs are complete.
- Replace or adjust motorized or manual window-raising mechanisms.
- Remove all dirt, foreign matter, and loose glass from damaged areas, apply primer along windshield or window edges, and allow primer to dry.
- Prime all scratches on pinchwelds with primer and allow primed scratches to dry.
- Apply a bead of urethane around the perimeter of each pinchweld and dress the remaining urethane on the pinchwelds so that it is of uniform level and thickness.
- Select appropriate tools, safety equipment, and parts, according to job requirements.

## **Painter**

Palmer Painting - January 2008 to March 2009

Remove old finishes by stripping, sanding, wire brushing, burning, or using water or abrasive blasting.

- Polish final coats to specified finishes.
- Apply coatings, such as paint, ink, or lacquer, to protect or decorate workpiece surfaces, using spray guns, pens, or brushes.
- Examine finished surfaces of workpieces to verify conformance to specifications; then retouch any defective areas.
- Apply primers or sealers to prepare new surfaces, such as bare wood or metal, for finish coats.
- Read work orders or receive instructions from supervisors or homeowners to determine work requirements.
- Fill cracks, holes, or joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives.

## **EDUCATION**

### **Industrial Business Management**

OKLAHOMA PANHANDLE STATE UNIVERSITY - Goodwell, OK

## **ADDITIONAL INFORMATION**

- Able to learn and want to learn.
- Great work ethic 110% everyday.
- Very dependable and trusted at anything I do.
- Good social and communication skills.
- Able to work with computers and Microsoft.

- Able to read step by step and follow instructions or job performances.
- Quick at catching on and fixing the problem.
- Great at problem solving.
- Understand safety, specifications, and job requirements.
- Very mentally and physically strong.Able to work long hours, standing, walking, or sitting.

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