

Objective

To seek a position within an organization that will allow the use of my experiences which include management, manufacturing and production lead, overseeing 20-30 operators.

Education

Blue Springs High School; Blue Springs, MO

Key Skills

<i>Office Skills:</i>	<i>Office Management Records Management Database Administration</i>	<i>Spreadsheets/Reports Event Management Calendaring Inventory Control Systems</i>	<i>Coaching Supervisory Tracking Systems</i>
<i>Computer Skills:</i>	<i>MS Word MS Excel MS PowerPoint</i>	<i>MS Outlook SAP BCM/CDT</i>	<i>ML-70 Spectel 700</i>

Experience

- Sager Creek** **02/2014 to Present**
QA Lab Grader
- Inspect product for defects
 - Help with fill tech
 - Problem solve with product on HFI Salvage
- Little Ceasar's; Siloam Springs, AR** **08/2012 to 01/2014**
General Manager
- Responsible for Interior/Exterior maintenance of store
 - Responsible for overseeing 3 Assistant Managers, 21 Direct Reports
 - Monitor and ensure efficient operation of the store
 - The acquisition & maintenance of customers through outside/inside sales & marketing, Residential & Business
 - Responsible for maintaining weekly, daily, monthly tracking reports
 - Responsible for ordering product and supplies weekly
 - Ensure all P & L, Cost, and labor Reports were submitted weekly and monthly
- Kawneer** **08/2011 to 08/ 2012**
Machine Operator
- CNC operator: small parts, pick and pull
 - Inspection of product: pair and debris machine

Inkcycle; Lenexa, KS**2006 to 2011****Production Lead**

- Morning huddles to go over orders due out
- Set up line with raw materials
- Support up to 6 production lines
- Strong knowledge of product being built
- Ensure production associates are properly trained and certified
- Coordinate training needs and schedules with training Supervisor
- Conduct periodic employee evaluations
- Perform audits of product and operators to ensure associates are following safety precautions as mandated on the production floor.

While I was employed with Inkcycle, I gained competency in these areas:

- *Fault Reports*
- *Sexual Harassment*
- *Scan works for scrap*
- *Scan works product line scrap*
- *IFS - employee competency report*
- *IFS - Doc man lookup*
- *SOP/GOP/MPI*
- *IFS - Time Clock reboots*
- *IFS - viewing documents*
- *Scan works prod line report point*
- *First aid*
- *Blood borne pathogens*
- *CPR*
- *General safety*
- *Hazardous communication*
- *Fire Extinguisher procedures*
- *Job hazard analysis*
- *ERT(ohs) cartridge coding*
- *Document verifications*
- *RCA 101*
- *RCA 105*

Focus Temp (Inkcycle) ; Lenexa, KS**2005 to 2006****Machine Operator**

- Ran vacuum fillers
- Large label machines
- Table top label machines
- Clean product
- Bagged and boxed product
- Sealing Machine

Covenant Painting; Shawnee, KS**2003 to 2004****Power Wash Department**

- Cleaning Covenant customer homes to prepare exteriors for the wood & paint department.
- This department was the first initial contact between company and customer.
- Responsible for all assigned Equipment and vehicles

J&N General Contracting, Inc.; Independence, MO**2000 to 2003****Owner**

- Supervised up to 39 Employees
- Sales / Marketing
- Scheduling / Coordinating
- Inventory / Purchasing
- Training / Coaching

CTI (Contracted to General Motors/Fairfax); Kansas City, KS**1996 to 1998****QA Inspector**

- Pull orders
- Ensure orders were placed correctly for the car
- Coordinate the time they needed to be on the truck
- Verify the correct number and color order was on the truck

Personal References

Julie	(816) 806-5079
Bill	(816) 352-1612
Ariel	(479) 684-7849

Business References

Mary Allen	(913) 708-0876
Mark Rodger	(913) 940-3265
Makaila	(913) 306-4739