Dwan Marvin Taylor

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To my future employer

I am looking to be the next Production Supervisor at your facility. I have fourteen years experience in the position. I'm currently involved in creating Human Resource review and training documents for our current facility, and I've successfully mentored 4 team leaders to becoming Production Supervisors themselves. I am confident that I have the tools and leadership skills to help your company achieve positive metrics and will prove to be productive member of your team.

Sincerely

Dwan Taylor

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PRODUCTION SUPERVISOR

OCT 7TH 2013 TO PRESENT- JOHNSON CONTROLS.

PRODUCTION SUPERVISOR- FABRICATION DEPT./FINAL ASSEMBLY

- **Established kamishibai chart in order to maintain high safety standards.**
- **Conduct daily PPE and housekeeping evaluations with leadership team.**
- **Interpret and communicate company policies and safety regulations.**
- **Update Training Manuel's and Work Instruction to the current revision.**
- **Responsible for handling EE time and assigning overtime to needed departments.**
- **Analyze Production Schedule and assign labor hours to appropriate departments.**
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JUNE 10TH 2013 TO OCT 4TH 2013- MACLELLAN SERVICES @ TOYOTA MOTOR MANUFACTURING KENTUCKY)

PRODUCTION SUPERVISOR –MAINTENANCE, SAFETY & HOUSEKEEPING

- **Coordinated daily cleaning and maintenance task with TMMK Team-Leader or Group-Leader**
- **Inspected daily PPE use of every employee**
- **Conducted pre-shift SQCP talks**
- **Inspected completed jobs and reported results to TMMK leadership**
- **Initiate 5y problem solving system to analyze and prevent problems from repeating.**
- **Report payroll to Human Resources along with pay adjustments.**

JANUARY 13TH, 2012 - JUNE 7TH 2013- LINKBELT

LEAD BOOM AND DECKING MECHANIC

- **Evaluate daily PPE needed of each required job duty**
- **Followed engineering updates to pull non valid drawings off the floor**
- **Conducted weekly 5s of fasteners and sealants.**
- **Observed and graded final inspections**

FEB 22ND, 2010 TO NOVEMBER 15TH, 2010-SUMMIT POLYMERS MT STERLING, KY

FINISHING SUPERVISOR- CAMRY AND COROLLA VENT CELLS.

- **Organized workforce to meet daily production and delivery goals.**
- **Used 5s labeling system, by using kanban's and heijunka board, to track shipments and work orders internal and externally.**
- **Monitored and verified hourly rate for each employee.**
- **Followed up on daily quality shots to ensure products are up to standard.**
- **Reported quality issues to upstream process.**
- **Tracked and updated daily labor report.**
- **Maximized labor potential while eliminating waste and overtime.**

SEPTEMBER 3RD, 2008 TO FEB 22ND, 2010- UNEMPLOYED

OCTOBER 18TH, 1998 TO SEPTEMBER 2ND, 2008 -DONALDSON COMPANY INC.

PRODUCTION SUPERVISOR- SHIPPING AND RECEIVING

- **Supervised Shipping, Receiving and Aftermarket departments and directed daily work schedule.**
- **• Responsible for inventory control of over 85% of purchase parts.**
- **• Conduct daily inventory counts of all mild, stainless, and galvanized steel**
- **• Kept daily log of all incoming and outgoing trucks.**
- **• Managed dock to ensure all parts are properly received to warehouse.**

PRODUCTION SUPERVISOR- ASSEMBLY AND PAINT

- **Managed Final Assembly (Industrial Air Filtration),**
- **Responsible for Caterpillar SRG and PCD weld and assembly**
- **• Conduct daily morning safety start up meetings.**
- **• By using the 5s I assisted employees in identifying and locate tooling.**
- **• Improved quality with visual aids and improved print files.**
- **• Created a quality station that logged and photographed all orders before shipping.**
- **• Created staging and identification tagging system for units that were completed in the paint area.**
- **• Updated daily payroll report.**

- **Managed dept. workload and handled disciplinary issues.**
- **• Initiated 5s method and I assisted in identifying and locate tooling.**
- **• Improved quality with visual aids and improved print files.**
- **• Quality Metrics rose to 100% for 15 months in Caterpillar weld and assembly cell.**
- **• Delivery Metrics rose to 100% for 18 months at Caterpillar assembly cell.**
- **• Cut production costs by working with purchasing and engineering.**
- **• Was responsible for yearly and quarterly budget reports, as well as safety quality and delivery**

REFERENCES:

- **James Vannoy- 859-619-9680**

  CS Supervisor, Donaldson Co.

- **James Davis- 480-213-2090**

  High Performance Teams Supervisor, Johnson Controls

- **John Reed – 859-625-8739**

  Lean Consultant

EDUCATION AND ABILITIES

Education-JESSAMINE COUNTY HIGH SCHOOL 1992

Morehead State University 1993

Eastern Kentucky University 1994

SKILLS: MS OUTLOOK, MS EXCEL, POWERPOINT, MAC, AS400, KRONOS

30 HOUR OSHA SAFETY TRAINING COURSE 2016

40 HOUR LEAN TRAINING UNIVERISTY OF KENTUCKY 2008

CURRENTLY THE PLANT EMPOWERED PEOPLES CHAMPION FOR JCMS (JOHNSON CONTROLS MANUFACTURING SYSTEM)

- CURRENTLY CREATING A FORMAL TRAINING PLAN AND PROGRESSION CHARTS FOR NEW HIRES, AND VETERAN EMPLOYEES THAT ARE CROSS TRAINING.
- CHARGED WITH PROPOSING A PERFORMANCE FEEDBACK PLATFORM FOR HOURLY EMPLOYEES (ANNUAL REVIEWS)
- TO LEAD AND BRING TOPICS TO MEETINGS TO BE ANALYZED BY THE FOCUS GROUP COMPRISE OF HOURLY EMPLOYEES.
- UPDATE ALL STANDARD OPERATING PROCEDURES WITH NEW REVISIONS