

JOSEFINA DILLON

Danvers, MA | 978-766-1033 | josefinadillon13@gmail.com

SUMMARY

Multi-faceted supervisor with over 25 years in manufacturing. Detail oriented, highly organized individual with the ability to multi-task. Experienced in managing and leading teams and departments.

SKILLS & ABILITIES

Strong computer skills; experienced with shipping and Purchasing processes including EPICOR; FedEx; UPS; LTL; ability to read blueprints; highly organized; detail oriented; ability to multitask in a fast-paced environment

EXPERIENCE

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| 2018 - 2021 | Production Floor Supervisor, <i>Sterling Machine Company</i> <ul style="list-style-type: none">· Manage all employees at plant site.· Manage production floor, purchasing, shipping, and production control.· Oversee inventory and shipping activities.· Oversee facilities maintenance and cleanliness.· Plan, schedule and prepare production order details. |
| 2015-2018 | Shipping, and Purchasing Assistant, <i>Sterling Machine Company</i> <ul style="list-style-type: none">· Perform daily shipments and OV purchase orders. |
| 1996 - 2015 | Shipping Supervisor, <i>B&W Press</i> <ul style="list-style-type: none">· Monitor and oversee incoming/outgoing shipping activities.· Manage unfulfilled orders. |

EDUCATION

High school Diploma

Some community college courses (Sociology)

Bilingual – Spanish/English

REFERENCES

Available upon request.