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Joseph Petroff

Professional Summary

Progressive career growth with over 25 years of experience gained in fast-paced, high-quality production environments. Self-starter, quick to adapt to new technologies combined with positive and effective leadership. Proven operations and assembly skills working with complex production equipment.

Experience

2017 – Present **U S POSTAL SERVICE** Orchard Park, NY

Postal Support Clerk

- Responsible for sortation of incoming mail and preparation of dispatch mail on a daily basis.
- Includes split shift work as well as weekend coverage.

2012 – 2017 **ALLENTOWN INDUSTRIES** Buffalo, NY

Community Based Supervisor

- Provide training and supervision to consumers in all aspects of their assigned jobs at various manufacturing sites throughout Western New York.
- Maintain production line and quality control monitoring.
- Supervise landscape design projects including training on equipment used.

1981 - 2011 **QUAD GRAPHICS** Buffalo, NY

Production Coordinator

- Worked as key mail-line coordinator, responsible for producing upwards of 15 million packages for Reader's Digest subscribers per month until plant closure. Applied knowledge of high-speed production equipment including book binding, cutting, folding, wrapping and banding.
- Collaborated with the Customer Service Department to troubleshoot potential production challenges and ensure accuracy of invoices while meeting deadlines.
- Accountable for safety, quality and efficiency by complying with ISO9002 standards.

Education and Training

- Education: Orchard Park High School Diploma and ECC One Stop – Computer Course.
- Safety Training: Hazardous Materials, OSHA compliance, Move Smart Ergonomics, Hand Safety, Hearing Conservation, Lock-out/Tag-out, Fire Prevention, Personal Protective Equipment, Machine Guarding and Emergency Procedures/Evacuation.
- Process Improvement Training: ISO 9000-01 Standards & Continuous Process Improvement.
- Material Handling: Forklift Operator trained.

References

References available upon request.