

JOYCE LUJAN

2451 Roosevelt Avenue| Thornton, CO 80229| C: 720-903-6924 | joyce5332@yahoo.com

Manufacturing Production Supervisor

Medtronic

2013

Receiving IQA

Followed all sop's, technical precision measuring instruments, following engineering instructions and quality practice.

Safe keeping of raw materials and supplies. Account for the movement of Raw Material Inventory in a manner compatible and established principles in accounting and manufacturing practices

Baxa Medical Manufacturing

2009- 2010

Englewood, Co

Quality Control

Identified and implemented Quality product to exceed customer needs. Assured that work areas were continuously following all GMP and Quality Manuals

Clean room environment control

Document Control, Baan, Sterile Load, MS Office .

Accellent Medical Manufacturing

2008-2009

Arvada, Co .

Conducted quality inspection.

Insured that quality processes were followed Per Customers Instructions.

Worked in a clean room environment.

Production Supervisor—8/2007- 03/2008

Sorin Group USA, Inc./COBE Cardiovascular, Arvada, CO

A leading provider of perfusion *BPCS [ERP], Budgeting, Clean Rooms, Cost Control, CPR, Cross Functional Work Teams, Customer Focus, Document Control, FMLA, Health & Safety, HR, Injection Molding, Inventory Control, ISO-13485, MS Office, On-time Delivery, Operator Training, OSHA, Process Improvement, Production Control, Purchasing, Quality, Recycling, Regulatory Compliance, Safety Audits, Scrap Reduction, Scheduling, Self-Directed Work Teams, Teamwork, Warehouse.*

Cost Control, Customer Focus, Document Control, FMLA, Health & Safety, HR, Injection Molding, Inventory Control, ISO-13485, MS Office, On-time Delivery, Operator Training, OSHA, Process Improvement, Production Control, Purchasing, Recycling, Regulatory Compliance, Safety Audits, Scrap Reduction, Scheduling, Self-Directed Work Teams, Teamwork, Warehouse.

Supervised a production shift consisting of 1 team lead, 5 production operators, and 2 maintenance technicians in Plastics Processing Services department, which produces injection-molded medical components and assemblies. Managed budget and cost reduction initiatives.

Led CAPT ["quality"] teams. Identified and implemented opportunities for continuous improvement. Developed and maintained scrap reduction initiatives. Maintain supplies expenses within budget. Worked with ERP system, trained departmental employees. Understood and executed FDA and ISO quality requirements.

Completed various project-related activities including the development of a supervisor quality audit program, management of production supplies, information transfer to outsourced molders, and disposition of non-conforming products.

Shift Lead, 2006-2007

Provided daily work direction to 7-person team. Led team in the absence of production supervisor. Worked with supervisor on production and staff scheduling to assure productivity targets were met. Assured health and safety standards were followed. Resolved safety and ergonomic concerns. Supported supervisor on employee and team development, including support with employee performance evaluations and giving/receiving constructive feedback. Coached, mentored, trained and certified production personnel. Problem-solved issues of a medium to complex nature using problem-solving tools; identified and implemented opportunities for continuous improvement. Communicated effectively both orally and in writing while employing diplomacy and tact. Maintained accurate documentation of production related activities and metrics. Improved unpopular night D-Shift from #4 to #2 in quality and productivity in less than one year. Reduced Non-Product Report (quality) complaints from 8% (\$8,400) to 2% (\$2,400) per year. Developed and assigned work to meet production output expectations.

Developed production schedule for the department. Assured that customer expectations were understood and communicated to workgroup. Assured that work area was continuously monitored and that employees performed all tasks safely. Trained PS2 and PS1, and kept certification records up-to-date. Prepared and delivered annual performance reviews. Identified training gaps and created development plans.

Production Specialist II—2000-2006

Used BPCS [ERP system] to transfer material, backflushing, opening shop orders, and warehouse allocation. Entered Enter regrind inventory in Microsoft Excel. Inventoried daily production and entered data in Microsoft Access (Moldmon). PPS knowledge of all machine start-up's and shut downs. Insured that quality processes were followed. Led team in the absence of supervisor. Worked well as team member and independently. Led ergonomics.

Production Specialist I - 1990-2000

Worked various Assembly lines -

Duo, Optima, VRB, Trico, Universal and Excel Assembly Lines, Patient Monitoring.

Education

Supervisory Training, CPR, FMLA, ISO-13485, OSHA, FDA, Safety, QA/QC, Hazardous Materials, Documentation
Stand-Up Forklift Certification, 2001 – (General Education Diploma)

Computer Skills

Microsoft Office [Word, Excel, Outlook, Access]
e-Time software, Session Manager, Dart Vision, BPCS, COGNOS, Documentum