

Michael Newman

Lakewood, CO 80232
michael@newmanz.com
3032648833

Looking to utilize my experience and be a high energy contributor. I thrive in a fast pace and enjoy keeping busy. Past roles in service, warehousing, truck driving, and production have prepared me to excel in a new position.

Authorized to work in the US for any employer

Work Experience

Delivery Driver and Warehouse Worker

Denver Rescue Mission - Denver, CO
November 2020 to Present

- Work alongside men experiencing homelessness in the New Life Program
- Perform pre-operation inspections on box trucks
- Drive daily routes to drop off/pick up food/donations using powered lift-gate trucks
- Operate forklift and powered pallet jack
- Organize daily food orders for kitchens, palletize, and weigh
- Sort food and other donated items
- Wrap, weigh and load pallets
- Complete paperwork for loads

Driver and Direct Care

Spectrum - Lakewood, CO
January 2020 to October 2020

- Provided care and supervision to adults with developmental disabilities in a day program setting.
- Operated a van in the AM and PM, picking up and dropping off clients.
- Lead activities within the program location and in the community on daily outings.
- Assisted clients with feeding, toileting and mobility.
- QMAP and First Aid certified.

Dishwasher/Dining Room Attendant

Mullen Home for the Aged (Little Sisters of the Poor) - Denver, CO
March 2019 to December 2019

- Worked in the kitchen as dishwasher, received food shipments, stocked and rotated food inventory.
- Worked in dining room serving residents and assisted as back up in the laundry room.
- Volunteered on Fridays to take residents on shopping trips to various stores of their choice.
- Helped with outings.

Production Manager

Kohltech Windows and Entrance Systems - Edmonton, AB
2015 to March 2018

- Managed door, glass, and paint departments.

- Hired, trained and coached staff.
- Lead improvement projects.
- Liaised with sales staff.
- Improved efficiency numbers year over year.
- Lead start up and implementation of paint department.

General Manager

EPS Molders - Edmonton, KY

2012 to 2015

- Managed manufacturing facility, oversaw production, shipping, and maintenance.
- Hired, trained and coached staff.
- Monitored and improved processes.
- Managed inventory levels, purchased necessary materials, provided customer service.
- Acted as Chief Engineer.
- Created Employee Handbook, policies, and procedures.
- Implemented wage structure and created job descriptions.
- Trained staff on equipment, created troubleshooting guides.
- Cut process time by 27%.
- Introduced QC (dimensional measurement and flex testing) and Safety systems (orientation, WHMIS, training).

Treasurer/Board Member

Muir Lake Alliance Church - Canada, KY

2010 to 2012

Contributed to the Board of Elders in administering to the needs of the church. Generated and ensured adherence to annual budget. Presented financial summaries and board reports to congregation at AGM. Oversaw bookkeeper and auditor.

- Travelled with team to Mali, Africa in joint program with World Vision. Developed relationships with village elders and toured water facilities.
- Introduced tiered budgeting system and web-based updates for better informed Elders.

Production Manager

Beaver Plastics

2008 to 2012

- Lead production department consisting of 5 directs and 30-35 in-directs.
 - Hired and developed personnel. Trained and coached shift supervisors.
 - Set goals and direction of department.
 - Oversaw quality and safety program, production scheduling and purchasing. Managed relationships with other departments.
 - Acted as assistant Chief Engineer.
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- Improved communication and relationships through planned weekly meetings with all directs.
 - Initiated TAPE reporting (Target-Actual-Please Explain), increasing supervisor accountability and efficiency.
 - Allocated funds to the shift supervisors, enabling them to creatively reward high performers.
 - Created departmental KPI's and took production efficiency from 75% to over 90%.

Production Scheduler/Purchaser

Beaver Plastics

2006 to 2008

- Produced and maintained accurate schedule of all production processes.
- Created product codes, BOM's and routings.
- Provided daily status and production lead times to sales, shipping and senior management.
- Developed relationships with vendors, sourced needed materials, purchased and managed all inventory levels.
- Run daily open order report and update those affected with any changes in ETA, address material/staff shortages.
- Implemented new ERP (IQMS) and acted as point of contact during training phase.
- Generated work centers, BOM's, and standard costs as part of transition to new ERP.
- Designed vendor management system to meet ISO requirements.

Shift Supervisor

Beaver Plastics

2002 to 2005

- Lead production shift consisting of 8-12 directs.
- Developed, motivated, trained and coached staff.
- Aligned shift goals with those of the department. Met production and safety targets.
- Managed relationships with other shifts and departments.
- Acted as Shift Engineer.
- Introduced monthly recognition of top performers.
- Set goals for the shift and individual contributors. Tracked output and set up shift board to display results.
- Lead plant in production efficiency (+90%) and safety adherence (zero lost times).

Education

Technical Diploma in Power Engineering

Northern Alberta Institute of Technology - Edmonton, AB

January 2010 to May 2010

High school diploma

Skills

- MS Office (10+ years)
- Forklift Operator (10+ years)
- Inventory Management (5 years)
- Lean
- Roofing
- Operation (10+ years)
- Production Planning (10+ years)
- Production Management (10+ years)

- ERP Systems (10+ years)
- Van Driver
- Purchasing (5 years)
- Developmental Disabilities Experience
- Process Improvement
- 5S
- Manufacturing (10+ years)
- Internal Audits
- Supply Chain
- Time Management (10+ years)
- Quality Assurance
- Lean Manufacturing
- Research
- Administrative Experience (10+ years)
- Kanban
- Sourcing
- MRP (10+ years)
- ISO 9001
- Quality Management
- Team Management
- Procurement (5 years)
- Warehouse Experience (5 years)
- Typing (60 WPM) (10+ years)
- Data entry (5 years)
- Materials handling (10+ years)
- Delivery driver experience (2 years)
- Quality Inspection

Military Service

Branch: Army

Service Country: United States

Rank: Specialist

January 1994 to January 1998

Certifications and Licenses

Power Engineering 4th Class

CPR

First Aid Certification

Additional Information

Volunteer weekly with Samaritan House shelter in Denver, serving breakfast.