

RICHARD A. HOFFER
Loveland Colorado 80537
richardahoffer@msn.com

November 19, 2020

Dear Prospective Recruiters,

For your consideration, I have listed some of my previous experiences and pertinent qualifications below:

- Certificate in Supervisor Development. Molex Inc.
- A certified Forklift Operator with a Class "A" CDL.
- A strong background in Inventory Control.
- Opening, Closing, and Security of the facility.
- 6 years in a supervisory, managerial, and/or lead position.
- Administrative responsibilities to include interviewing, hiring, time and attendance, calculating payroll, authorization of vacation requests, performance appraisals, disciplinary actions.
- Resolution of grievances, handling of confidential information.
- Direct supervision of all departments, personnel, and production of an entire facility.
- Prioritizing and scheduling of personnel to job assignments. Effectively and efficiently manage competing priorities, ensuring that deadlines and commitments are maintained.
- Oversee the day to day floor operations, ensuring production aligns with schedules, and ensuring that staff is up to date with all current standard operating procedures.
- Instruction, training, cross-training of personnel. Enforcement of safety and company policies.
- A high Mechanical Aptitude (tested) and ability to use hands and tools to operate production equipment, this includes an ability to troubleshoot unexpected equipment breakdowns and recommend solutions or make repairs.
- Use of various measuring instruments to include micrometers, calipers, spectrometers.
- Safe and proper handling of hazardous material.

- Cohesive interaction with Purchasing, Procurement, Scheduling and Sales departments.
- Data entry, transactions, material tracking, using SAP(MM) ERP and Microsoft software.
- Clear and concise documentation, records maintenance, and organizational skills.
- Maintain a safe work environment. Assure regulatory compliance and safety standards are being met as set by local, city, state, and federal guidelines. Follow MSDS protocol.

I would welcome the opportunity to further discuss my experience and qualifications for your position in greater detail. If you have questions or would like to schedule an interview, please contact me via email at richardahoffer@msn.com. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,
Richard A. Hoffer

Applicant
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RICHARD A. HOFFER
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LICENSURES:

Certificate: Supervisor Development Program; Molex TBO, Class "A" CDL, Certified Forklift Operator, Certified in CPR / AED, Certified H2S.

EDUCATION:

Obtained Credits towards an Associate in Science Degree in Business Management, Tallahassee Community College. (4.0 GPA).

Credits in Vocational Welding, San Jacinto Community College, Houston TX.

Diploma, Grand Island Sr. High School, Grand Island, N.Y.

EMPLOYMENT:

Elwood Staffing, Resource Manufacturing, Longmont, Colorado 05-2017 - Present

Night Shift Production Lead.

Operation and Troubleshooting of Diamond Coating Machines, Quality Control to include visual inspection, thickness and density measurements, taking of spectrometer readings, entering data into Xcel and production tracking software.

Instruct, direct, delegate assignments, and training of personnel.

Temporary employment as I search for a Long-term and Permanent position with an established company.

MTIMM Development., Loveland, CO.

Maintenance Supervisor

Role and Responsibilities: Hire and train new staff as needed. Ensure staff is on track with projects and work orders. Answer any, and all questions employees may have. Monitor all work being performed by outside contractors. Maintain inventory supplies for cost effective operation. Perform minor and major maintenance of buildings, units, grounds, and the general upkeep of the apartment complex. Maintain friendly, courteous, and professional relationships with both tenants and co-workers. Ensure compliance of all work-related activities in a fair, ethical, and consistent manner. Assure safety standards are being met as set by local, city, state, and federal guidelines.

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Molex Inc., St. Petersburg Facility, TBO.

3rd Shift Production Supervisor.

In Tool & Die, Stamping, Manufacturing environment, I was challenged with the expansion of personnel and the productivity of third shift, not only meeting, but exceeding production demands of over 1,000,000pcs / shift, while maintaining an emphasis on expedite and custom orders.

Primary responsibilities included: Direct supervision of all personnel and production of the entire facility. Opening/Closing the facility, prioritizing job assignments, intensive training/cross-training of personnel, machine operation & maintenance, trouble-shooting; accurate and timely flow of materials throughout the production process, interviewing candidates, making hiring recommendations, time and attendance, disciplinary actions, up-to, and including termination, distribution of payroll, authorization of vacation requests, performance reviews, dealing with confidential information, resolution of grievances, assure compliance with company policies, enforcement of safety issues.

PC skills; including the use of Microsoft and SAP software.

Fill in for General Manager as needed.

Wetmore and Co. Lithographers, Inc., Houston, Texas.

Production Lead/Press Operator

In a commercial production, 4 color process, off-set printing environment, I worked closely with the scheduling and sales departments to ensure compliance with customer expectations of quality and delivery dates.

In charge of a 4-man crew, my duties included all aspects of operating a 10-color Web Press, and various 4-color Sheetfed printing presses; to include organization of raw materials, assure correct paper, hanging plates, register and back-up of print, proofreading, the use and/or mixing of specialty (PMS) colors, obtain color "O.K.'s" from customer and/or sales staff, printing, roll-stand operation, gluing, perforation, folder operation, roller settings, blanket replacement, chemical mixtures – water, etch, alcohol or synthetic, trouble-shooting, maintenance of machinery, and clean-up.

This job required acute attention to detail.