

## **Thomas D. Miller**

(618) 550-4797

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### **Professional Summary Statement**

- Highly motivated, detail-oriented individual with over twenty years of experience in production supervision, inventory control, quality control, forecasting, and shipping and receiving. Excellent computer and analytical skills. Personable, dedicated, with strong communication skills.

### **Skills**

- Analytical problem-solving
- Flexible
- Strong organizational skills
- Forklift operation
- Keyboarding
- Ability to multitask and prioritize tasks

### **Professional Experience**

#### **Production Associate**

May 2000 – Present

#### **Kraft Foods**

- Maintain inventory and quality control and equipment sanitation
- Operate and maintain high speed production equipment
- Operate forklift with Matrics computer system

#### **Foreman**

June 1995 – May 2000

#### **Philip Metals**

- Purchased and graded scrap metal
- Dispatched and serviced over 30 accounts
- Maintained inventory and quality control
- Created and maintained dispatch logs and reports
- Managed railroad car orders and billing

#### **Inventory Specialist**

April 1990 – June 1995

#### **Angelica Uniform Company**

- Managed production releasing, planned, and forecasted for three uniform plants
- Supervised two expediting clerks
- Managed inventory and quality control
- Planned and forecasted for raw material usage and ordering

#### **Production Supervisor**

September 1987 – April 1990

#### **Highland Supply Corporation**

- Oversaw third shift production
- Interviewed, hired, trained, and supervised third shift employees

### **EDUCATION**

Bachelor's degree in Production and Operations Management  
*Southern Illinois University at Edwardsville*

May 1987

### **REFERENCES AVAILABLE UPON REQUEST**