

MICHAEL OSTERMAN

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Professional Summary

- Dependable production professional focused on maximum productivity and quality. Adept at inspecting parts and finished products for defects. Desire to advance to a leadership position.

Skills

- Equipment operation
- Production lines
- Hand and power tools
- Manufacturing background
- Quality inspections
- Assembly instructions
- Material handling expert
- Assembly line production
- Production procedures
- Interpersonal skills

Work History

Assembly Line Production

03/2017 to Current

Earthwise Windows – Wichita, Kansas

- Worked in a team-based environment to maintain line productivity.
- Assisted quality assurance by visually inspecting items and removing defect parts.
- Completed basic jobs such as boxing, labeling and moving items.
- Kept work area clean, neat and organized.
- Monitored machine operation and diagnosed malfunctions.
- Collated components for assembly.
- Made sure that products were produced on time and are of good quality.
- Kept work areas clean and neat.
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Construction Laborer

08/2016 to 02/2017

Penwell Equipment – El Dorado, KS

- Ensured proper installations through accurate reading of blueprints.
- Set up station by receiving picking and packing order and gathering packing materials.
- Used precision measuring instruments, templates, and fixtures to measure dimensions of finished work pieces.
- Operated wide variety of equipment including power saws, sanders, grinders, cranes drill press, forklift and basic hand tools.
- Collaborated with [\[teams/departments\]](#) to ensure smooth work flow and efficient organization

operations.

- Dug trenches, backfilled holes and compacted earth to prepare for new construction.
- Prepared and cleaned construction sites by removing debris.
- Used schematic diagrams to plan work.
- Loaded and unloaded building materials used for construction.

Warehouse Worker

05/2010 to 01/2013

Kamen Recycling – Wichita, KS

- Lifted warehouse materials up to 100 lbs.
- Manually transported warehouse materials weighing up to 100 pounds and maintained stamina while standing, sitting, bending and walking for extended periods of time.
- Practiced defensive driving when operating company vehicles and heavy equipment.
- Divided cargo received by account Number and intended location.
- Established long-term customer relationships through prompt and courteous service.
- Picked up incoming stock and delivered materials to designated locations.
- Estimated weights, heights and centers of balance to make precise placements.

Warehouse Associate

09/2004 to 11/2008

Miller Distributing Group Inc. – New Berlin, WI

- Confirmed accuracy, quality and quantity of materials received.
- Entered quantity received against the purchase order in the computer system.
- Assembled orders and packed items for shipment in an accurate and timely manner, conveying orders to shipping personnel.
- Worked safely around moving machinery.
- Verified the quantity and description of materials received by checking merchandise against the packing list.
- Inspected products for defects and damages and examined ingoing and outgoing shipments.
- Received incoming materials and products
- Recorded Numbers of units handled and moved using daily production sheets and work tickets.
- Swept floors and stored equipment at the end of each shift.
- Received, stored and shipped goods and materials.
- Used item Numbers to properly stock warehouse.
- Operated forklifts and other heavy machinery safely.
- Picked products for specific routes according to pick sheets.
- Moved freight, stock and other materials to and from storage and production areas and loading docks.

Production Supervisor

06/1994 to 07/2004

Coleman Beacon Plant – Maize, KS

- Evaluated incoming materials for quality and amounts ordered.
- Supervised all production phases, including [Task] and [Task].
- Established clear priorities and production quality standards.
- Kept work environments safe and efficient at all times.
- Set and revised production schedules to meet changing demands.
- Lead quality assurance initiatives and revamped utilization of work time to increase profits.
- Reworked positions and workflow based on individual abilities and production targets.
- Adjusted alignment of drills, cutters, dies, guides, and holding devices.
- Planned, scheduled and delegated daily work.
- Performed preventative maintenance to maintain optimal productivity.
- Coordinated procedures for facility and equipment maintenance or modification, including the replacement of machines.
- Kept work areas clean and neat.
- Organized work to meet demanding production goals.
- Calibrated machines to keep them running at peak performance.
- Monitored machine operation and diagnosed malfunctions.
- Responsible for achieving production requirements.
- Collated components for assembly.
- Oversaw the production process and managed the production schedule.
- Maintained necessary level of communications between shifts.
- Prepared and maintained production reports and personnel records.

Warehouse Worker

03/1992 to 05/1994

Afco Metals – Wichita, KS

- Manually transported warehouse materials weighing up to 150 pounds and maintained stamina while standing, sitting, bending and walking for extended periods of time.
- Practiced defensive driving when operating company vehicles and heavy equipment.
- Lifted warehouse materials up to 150 lbs.
- Led warehouse improvement initiatives to advance operational efficiencies.
- Picked up incoming stock and delivered materials to designated locations.
- Established long-term customer relationships through prompt and courteous service.
- Estimated weights, heights and centers of balance to make precise placements.
- Maintained accurate stock records and schedules.
- Conducted monthly inventories of materials on the work floor.
- Picked products for specific routes according to pick sheets.

Education

High School Diploma

1991

Wichita High School North - Wichita, KS

- Graduated with 3.0 GPA
- Majored in math