
Paula Jones

Address Line 1,
Address Line 2
County Durham Post Code

Telephone: (01388) 123456

PERSONAL PROFILE

Production / Supply / Team Leader

Possessing a pro-active approach in all aspects of production systems / supply planning, within a large multi-national, multi-product environment. Experience also covers customer services / support and QC disciplines. An impressive track record, helping establish new control systems (design, implementation and development), bringing and minimizing production losses and reducing downtime, meeting company standards and objectives within set budgets and Health and Safety regulations and quality standards.

AREAS OF EXPERTISE

- Production
- Team leadership / supervision
- Meeting / exceeding targets
- Kaizen (Japanese production techniques)
- Manpower planning
- Supply chain management
- Quality audits
- Staff training / development
- Stock analysis / control
- New product launches
- Customer service
- Computer literacy
- Administration
- Solving problems
- Optimizing output

PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS

PRODUCTION & SUPPLY PLANNER

2003 - 08

An on-going, problem solving role. Responsible for 6 Manufacturing and Supply Lines on shift and keeping the lines going at optimum levels, maintaining output and quality on all products, liaising with customer services, sales department. Calculating job timings.

- Minimized inventory and costs whilst reduced labour costs - gained "highest terms" accolade in the company.
- Successfully helped launch 2 new products.
- Established routines that expedited responses to the production team.
- Maintained output, quality on all products and controlled statistical process.
- Eliminated back orders on a weekly basis.
- Developed scheduling systems, formulated production plans that optimised output against service targets.
- Collated all daily and weekly production figures and produced management reports, developed key planning indicators, reports and graphs.
- Liaised between departments and inter-company's that harmonized customer demand with key production capacity.
- Attendance and presentation of Key Performance Indicators (KPIs).
- Chaired monthly meetings to analyse manufacturing and material availabilities against customer demand.

QUALITY AUDITOR

1995 - 03

- Directed 14 lines since appointed up to 90 staff, over 3 shifts.
 - Administered the maintenance of production equipment, production area and co-ordination of manufacturing.
 - Achieved and maintained BS5750 quality standards.
 - Involved in weekly quality meetings with customers / production.
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PROFESSIONAL EXPERIENCE (CONTINUED)

PRODUCTION TEAM LEADER / OPERATIVE

1989 - 9895

- Responsible for numerous production lines, end-of-line efficiencies, planning manpower and hitting all targets.
- Reviewed company operations - evaluated their efficiency, effectiveness and compliance with procedures.
- Helped managers base their decisions on actual data, rather than personal observation.
- Recognised and assisted in the implementation of a variety of preventative maintenance procedures.
- Collated production plans in support of customer requirements.
- Held daily production meetings with internal customers / production management.

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PROFESSIONAL DEVELOPMENT

City & Guilds

Advanced Computing (5 distinctions to date)

2001 - 03

ONC

Computing

1997 - 98

(various internal courses commensurate with key skills and areas of expertise)

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Interests / pastimes:

Family, cooking, shopping, keeping fit, walking, computing.

Personal:

Born 72. Married, 1 child. Full clean driving licence. Non-smoker.

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Other references available on request.
