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# Paul Jones

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Post Code

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## TRAINING MANAGER - PRODUCTION OPERATIVE

♦ Manufacturing - Staff Training / Development - Fork Lift Truck Driver ♦

Quality Training and excellent hands-on experience within a fast moving and very hot environment, where safe working is critical. Proven in organizing own workloads, meeting targets, monitoring, controlling and improving products and processes. Communicative in the identification of problems, making proposals and initiating new ideas /countermeasures whilst assisting in the continuous improvement process and contributing to the organisation by the development of higher standards. Now looking forward to a similar role preferably within production / FLT / machine operations.

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### AREAS OF EXPERTISE

- Industrial Hose Manufacturing
- Meeting strict deadlines
- Optimizing output
- Expediting production
- FLT (reach and counterbalance)
- New product launches
- Administration
- Reducing defects
- Supervision
- Health and Safety
- Quality Control
- Increasing efficiencies

### PROFESSIONAL DEVELOPMENT

NEBSM	Supervisory Management	2000
FLT	Reach and Counterbalance	2005
Manual Handling	City and Guilds	2005
Health and Safety	Certificate	2005

### PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

#### TRAINING MANAGER

2003 - Present

##### Write Company A Here, Newcastle upon Tyne

Supervising and providing ongoing production training to 25 staff within this general purpose manufacturer of custom built industrial hoses from cutting / trimming prototypes to final inspection. Enabling the lines to operate at optimum levels, maintaining output and quality on all products.

- **Reduced defects** from over 108 to under 50 per month which had to be maintained at under 0.5% of all hand built shaped hose. Met with all operatives each month on a one-to-one basis to outline how best to reduce their reject rate even further and to iron out any problems they may be having.
  - **Prototypes:** Produces the best products and safe hose removal by liaising with the Tooling Manager and the Director of Operations on problem solving issues, such as on matters such as material application, changes of diameters (specifications) and needs if necessary to rework tools.
  - Fully experienced and competent in manufacturing shaped hoses by hand and straight hoses on a lathe, in final trim and quality inspection of finished goods.
  - Oversaw Operatives' daily manufacturing records and ensured they made the correct amounts and prioritised the most urgent orders, which were shown on the schedule sheets and that customer needs are being met,
  - Helped established routines that expedited responses to the production team.
  - Maintained output, quality on all products. Overseeing and supervising all production and assembly, delegating tasks to assemblers; inspecting products for quality and correctness.
  - Instrumental in formulating production plans that optimised output against targets.
  - Working from specifications to determine products and appropriate standards, guideline and conformance criteria.
  - Maintained standards BS5750/ISO9001/9002 quality standards.
  - Involved in weekly quality meetings.
  - Working within Quality Systems: assisted the Production Manager in FMEAS and NJSUs and SSIRs.
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## PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

### PRODUCTION OPERATIVE TO SUPERVISOR

1994 - 03

#### Write Company B Here, Newcastle upon Tyne

Working to targets making shaped hoses by hand and straight hoses by lathe. Also worked on the Check and Repair Station, with responsibility for over-checking product specifications and BS5750 Quality Standards and Health and Safety legislation. Completed daily manufacturing records.

- Involvement in off-line activities such as operator care and efficiencies and fault reductions.
- Helped save the company time and money by eliminating repetitive faults and minimizing return to zone for repair.
- Suggested new tooling and changing fitting sequences - all within spending and overtime budget constraints.
- Maintained output, quality on all products and controlled statistical process.
- Provided production training analysis for new employees.

### EARLY CAREER SUMMARY:

Hose Maker and Supervisor	Engineering Ltd.	1987 - 93
Painter Finisher	Access, Newcastle upon Tyne	1986 - 87
Painter and Decorator	Newcastle upon Tyne	1984 - 86
Trainee Painter and Decorator	Training, Newcastle upon Tyne	1982 - 84

### PERSONAL:

Status: Married, 2 children.

Born: 1967.