
John Smith

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PRODUCTION MANAGEMENT

♦ Design - Purchasing - Sales - Business Development - Team Leader - QA / QC ♦

Possessing an impressive track record, and significant experience within multi-product, electronics manufacturing. Establishing new control systems (design, implementation and development), meeting quality standards and objectives within set budgets and Health and Safety regulations. Believing that problem solving skills, multi-tasking, and effective team-working significantly increases efficiencies and productivity, whilst decreasing downtime and reducing company costs. Now looking to make a continued significant contribution within a similar position.

AREAS OF EXPERTISE

- Production Management
- Optimizing Output
- Meeting Strict Deadlines
- Trouble Shooting / Problem Solving
- New Product Design / Launches
- Team training / leadership
- Procurement Negotiations
- Sales and Business Development
- Contract Administration
- Stock Analysis / Optimization
- Health and Safety
- Technical Sales
- Budgeting / Estimating
- Quality Audits
- Quality Assurance

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

PRODUCTION MANAGER

1997 - 2007

Company A

Managing a production unit, supervising and providing production training for over 30 staff within this general purpose manufacturer of electronic components, cable assemblies, structured cabling, and box build panel assemblies. An on-going, problem solving role. Responsible for keeping the lines going at optimum levels, maintaining output and quality on all products, purchasing, liaising with customer services, sales department. First point of contact for customers.

- Helped design and launch numerous new products.
 - Contributed to strategy formulation and forward planning as a member of the management team.
 - Established routines that expedited responses to the production team.
 - Optimized output against targets by developing ongoing scheduling systems and production plans.
 - Collated all daily and weekly production figures and produced management reports, developed key planning indicators, reports and graphs. Presentation of Key Performance Indicators (KPIs).
 - Harmonized customer demand with key production capacity.
 - Chaired monthly meetings to analyze manufacturing and material availabilities against customer demand.
 - Researched and reviewed existing budgets and presented a more cost effective plans for infrastructure and support expenditure.
 - **As Team Leader:** supervising all production and assembly, delegating tasks to assemblers; inspecting products for quality and correctness; conducts job set-up; packages product as required and trained new staff.
 - **Quality Control:** reading and analyzing contracts, drawings and specifications in order to conduct data collection activities to determine acceptability of product to appropriate standards, guideline and conformance criteria.
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PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

Quality Control (continued):

- Administered the maintenance of production equipment, production area and co-ordination.
- Instrumental in achieving and maintaining ISO quality standards.
- Working within Quality Systems such as APQP (Advanced Product Quality Planning), FMEA (Failure Mode and Effect Analysis). Responsible for raising FMEA's, NJSU's and SSIR's for all prototype parts.

MANAGING DIRECTOR

1994 - 1997

Company B (Electronics Sub-Contractor)

- Established this new and very successful company.
- Sourced and negotiated contracts and managed accounts.
- Sold as a going concern to Abcus Group of companies.

SALES AND PRODUCTION MANAGER

1960 - 1994

Company C

Sales Management:

- Optimized business, managed key accounts and created of new market opportunities, expanded distribution and introduced new products through to the establishment of effective sales force controls.
- Increased retention of existing contracts and sourced many "Blue Chip" companies.
- Identified new and potential clients to sell our new product lines.
- Defined, implemented and developed marketing and commercial strategies that increased orders volume by over 100% thereby also increasing significant profitability.
- Achieved all sales targets and constantly increased monthly sales.

Production

- Responsible for numerous production lines (170 staff), 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.
- Recognized and assisted in the implementation of a variety of preventative maintenance procedures.
- **Head of Design and drawing office;** instruments, cableforms, cables, PCBS, and metal design etc.

PERSONAL

Interests and Pastimes: All sports: football, golf, horse racing, rugby.
Ex-Chairman of the Stevenage and District, Sunday Football League.

Mobility: Full clean driving license.

References available on request.