

# Maxine Curry

## Production Manager

### AREAS OF EXPERTISE

*Production scheduling*  
*Production Management*  
*Scope management*  
*Time management*  
*Quality management*  
*Health & safety*

### PROFESSIONAL

*PRINCE2*  
*MSP qualification*

### PERSONAL SKILLS

*Delegation*  
*Team work*  
*Conflict management*  
*Adaptability*

### CONTACT

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*The Big Peg*  
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*Driving license: Yes*  
*Nationality: British*

### PERSONAL SUMMARY

A passionate and forward thinking individual who never compromises on quality and who always makes things happen. Maxine is an expert at coordinating the work of team members in order to maximise production and deliver results. She has a positive 'can do' solution focused mentality and is a sociable individual who puts people at ease from the moment she meets them. As a true professional she has a great understanding of the production process and always strives to be the best at whatever she does. Right now she would like to join a reputable company that takes real pride in its products.

### WORK EXPERIENCE

#### *Company name – Birmingham*

PRODUCTION MANAGER      Jun 2013 – Present

Responsible for providing leadership and management to a busy Production Department and for ensuring the organisational effectiveness of the team.

#### *Duties:*

- Making sure there is always enough production staff of duty to hit targets.
- Ensuring that staff at all times adhere to site safety procedures, Quality and HSE.
- Coaching teams and Line Leaders in best practice methods.
- Ordering parts and components for the production process.
- Making sure the production team remains motivated and is hitting their efficiency targets.
- Facilitating the definition of project scope.
- Assembling and coordinating project staff.
- Maintaining regular and proactive contact with senior management.
- Purchasing raw materials as necessary.

#### *Company name - Location*

JOB TITLE      Employment dates (i.e. Aug 2011 – Jun 2013)

### KEY SKILLS AND COMPETENCIES

- Have previous experience of working in a Fast Moving Packaging Environment.
- Identifying areas of waste and work with the team to reduce and eliminate them.
- Reducing stock levels without the risk of shortages or outages.
- Designing factory workflows.
- Possess a solid understanding of Project Management best practices.
- Have previous Production Supervision and Shift experience in the food manufacturing industry.
- Proactive, logical, efficient and self-motivated.
- Working knowledge of all relevant technical and hygiene standards.

### ACADEMIC QUALIFICATIONS

*Nuneaton University*      *2008 - 2011*  
BSc (Hons)      Project Management

*Coventry Central College*      *2005 - 2008*  
A levels:  
Maths (A) English (B) Technology (B) Science (C)

**REFERENCES** – Available on request.



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