

# Maxine Curry

## Production Manager

### AREAS OF EXPERTISE

*Shift production plans*  
*Dispatch planning*  
*Managing staff*  
*Reducing costs*  
*Improving processes*  
*Time management*

### PROFESSIONAL

*First Aider*  
*Fire Marshall*

### PERSONAL SKILLS

*Passionate*  
*Forward thinking*  
*Focused*  
*Hard working*

### CONTACT

*Maxine Curry*  
*Dayjob Ltd*  
*The Big Peg*  
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*Driving license: Yes*  
*Nationality: British*

### PERSONAL SUMMARY

Maxine has extensive experience of exercising supervisory control over plant personnel and providing guidance and assistance to them. She also has a track record of ensuring the smooth and orderly flow of manufacturing and production activities. On a personal level she is not afraid to make important decisions that will have a major impact in the KPI's of the production process. As a true professional she is committed to driving continuous improvement through pro-active thinking. With her current employer she has been acknowledged for growing a successful and sustainable production team by establishing priorities and revising schedules where necessary to ensure efficiency. Right now she is looking for a great chance to work for a market leading & stable manufacturer.

### WORK EXPERIENCE

#### *Company name – Birmingham*

PRODUCTION MANAGER      Jun 2013 – Present

Responsible for supervising teams of 20 by planning and allocating work for them.

#### *Duties:*

- Standing in for the production manager when required.
- Assisting in the investigation of accident and incidents.
- Escalating any production related engineering, quality and material supply issues.
- Checking all production goods in and then reporting mistakes or damaged items.
- Marking received orders onto the system.
- Monitoring employee lateness and absences.
- Dealing with production team grievances and disciplinary procedures.
- Taking decisions within standard working procedures and methods.
- Filling in and then filing all documentation correctly and comprehensively.
- Pointing out to senior managers any capital investment or new machinery requirements.
- Reporting and recording deficiencies with in the plant.
- Correcting unsafe acts and then communicating them to the responsible party for correction.

#### *Company name - Location*

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

### KEY SKILLS AND COMPETENCIES

- Ability to organise, manage, motivate and challenge a production team to exceed expectations.
- Adhering to, and enforcing strict policies and procedures.

### 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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