

Maxine Curry

Production Supervisor

AREAS OF EXPERTISE

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

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.

PROFESSIONAL

First Aider
Fire Marshall

PERSONAL SKILLS

Passionate
Forward thinking
Focused
Hard working

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.

CONTACT

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Driving license: Yes
Nationality: British

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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