

# Name Surname

Address  
**Telephone:**  
**Mobile:**  
**Email:**

## Profile

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- A seasoned Production Manager primarily involved with the planning, coordination and control of industrial processes for consumer use.
- Works to ensure that goods and services are produced efficiently are of the right quality, quantity, and cost, and that they are produced on time, to the satisfaction of the customer.
- Strong ability to review systems and processes, identify areas of weakness, implement change and increase productivity levels, thus raising quality standards.
- The scope of my role depends greatly on the nature of the production systems per employer and includes: jobbing and mass production and processes, as well as batch production and quality control.
- Skilled in the training and development of the human resource management element, material sourcing and arranging cover for resource gaps in the production line.

## Achievements

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- Used to being placed in highly pressured roles, increasing production levels, reducing staff sickness, increasing customer satisfaction levels, which ultimately increased profits.
- Sought out by senior management to train team leaders and production staff to a level of almost liberal management.
- Developed and implemented monitoring systems to manage ingredient usage, resulting in savings of 60% on wastage and purchasing.
- Played a key role in closing and relocating production of 154 products to other sites across the UK.
- Worked as part of a team to increase daily output on two product lines by 50% through project management and the introduction of machinery up-grades.
- Established and ran a temporary shift which out-performed the projection target by 20%, resulting in 98% of the temporary force out producing skilled shifts.
- Single handedly closed down a production site, transferring 88 staff and 128 product lines to a new site. Trained 20 members of the new shift on in-house/bespoke software and hardware.
- Increased cost effectiveness and productivity through the introduction of £1m worth of brand new production equipment and trained operators' in the correct use of machinery and hardware.
- Introduced improved manufacturing standards throughout the site on a range of product lines, reducing waste, resulting in savings of c£80k pa.

## Work Ethic/Key Strengths

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Logical/Matter of Fact	Practical	Leader	Motivator
Focussed	Inspiring	Resourceful	Realistic
Tactician	Challenging and Inquisitive	Planner	Strategist
Opportunist	Realistic	Able to multi-task	Adventurous
Imaginative	Tenacious	Calm	Unpretentious

## Professional Skills

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### Commercial/Interim Management

- Designs and implements procedures and management processes, standardising change management across similar production lines at other units across the UK.
- Controls budgets for continuous improvement and change management projects.
- Reviews and assesses manufacturing systems and processes, making recommendations for improvements.
- Project managed a complete over-haul of management information, primarily to analyse forecasts, trends and KPI's.

## Training & Development

- Delivers and runs training programmes for production staff in production methods, hygiene, quality control, COSH, fire and waste management.
- Develops and implements Continuous Improvement Strategies to increase and develop the skills of existing production staff, provides training for existing staff and identifies those employees with management potential.

## Production

- Involved in product design, supply/purchasing, pre-production and planning stages as well as production (control and supervision) processes. The scope of responsibilities can be summed up as follows:
- Oversees the production process and drawing up and implementing production schedules.
- Ensures that production is cost effective, efficient and profitable.
- Makes sure that products are produced on time and are of best quality standard.
- Analyses the human and material resources needed/required to complete satisfactory operation.
- Manages production timetables, allowing for over-runs and breakdown of mechanical processes.
- Estimates costing and sets agreed quality standards, subsequently implementing quality-control programmes.
- Monitors production processes and adjusts schedules as necessary.
- Responsible for the selection and maintenance of personnel and equipment.
- Liaises with other production lines and departments, e.g. suppliers, managers, finance, senior managers etc.
- Works with managers to implement company policies and goals.
- Ensures that health and safety guidelines are rigorously adhered to and provides training for new and existing staff on standard operating procedures.
- Manages, motivates, develops and trains teams of workers, numbering from 5 to 5000 employees.
- Reviews employee performance, manages difficult situations and works with HR on disciplinary matters.
- Identifies employee training needs and shortfalls in skills.

## Career History

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### Company Name

2008 – 2009

International food and produce provider, whose head office is based in Iceland, they employ over 9,000 personnel in 10 countries across the globe.

### *Interim Production Manager and Project Manager*

### Company Name

2005 - 2008

This household name operates 13 separate companies each specialising in producing chilled foods for the UK market, employing c7000 staff. Famous names include Ginsters and they also produce own branded foods for Tesco, Cadbury and Mrs Beeton's.

- **Night Production Manager, Sandwich Centre** 2006 – 2008
- **Interim Manager, Bradgate Bakery** 2005 – 2006
- **Interim Manager, Salad-works** 2005

### Company Name

2004 - 2005

Bakers and suppliers of supermarket label quiche and party food to Marks and Spencer, Waitrose, Morrison's, Sainsbury's and Asda.

### *Interim Manager*

### Company Name

2004

A previous market leader of baked and pastry foods to the UK consumer market with an annual turnover of £23m.

### *Interim Manager*

### Company Name

2003 - 2004

A leading international producer of convenience foods, ready meals and Ingredients to the UK and EU consumer markets.

### Company Name

1996 - 2003

(As per previous employer)

### *Production Manager*

## ***Training and Education***

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### **Managerial and Personal Development/Training**

- ***HACCP Food and Safety Association: Basic Hygiene, Food Hygiene Certificate – Intermediate Level*** **2005**
- ***Health and Safety, COSHH and Kinetic Lifting*** **2005**

### **In-house courses:**

- Sexual Harassment and Disciplinary Procedures
- Customer Service
- Fire Training
- Stock Management
- KPI and Stock Analysis
- General Planning and Scheduling of Employees

### **School Name**

**1984-1988**

7 O' Levels including Mathematics and English

## ***Additional Information***

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### **IT Skills**

Proficient in the use of MS Office, including Word, Excel, PowerPoint and Outlook, as well as Windows '98, 2000, XP and Windows 7. Good knowledge and use of bespoke production software. Daily use of Internet Explorer and Firefox, the Internet and various in-house and alternative email software.

### **Drivers' License**

Full, clean British license and car owner.

### **Interests**

Enjoys football, reading, cooking, family activities, walking and keeping a close circle of friends.

### **References**

Available upon request.