

(C l i e n t s N a m e)

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[@EmailAddress](#)

Address Line 1
Address Line 2

Executive Operations Manager

Diligent, Reliable, and Organized **Management Professional** with 10+ years of extensive experience in operations management, production planning, quality control, leading diverse teams throughout complex projects, and surpassing standards and goals at various organizations.

Extremely goal-oriented leader demonstrates proven expertise in business relationship management, demand planning, team building, production planning, process improvement, warehouse & supply chain management, and scheduling. Lean Green Belt Certified and well versed at implementing innovative strategies to exceed operational goals and leveraging diversity in the workplace.

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| ✦ Operation Management & Team Leadership | ✦ Problem Resolution & Budget Management |
| ✦ Inventory & Warehouse Operations | ✦ Process Improvement & Project Coordination |
| ✦ Analytical & Detail-oriented Problem Solver | ✦ Policy & Procedure Compliance |
| ✦ Strong Judgmental & Decision-Making Skills | ✦ Strategic Planning & Risk Assessment |
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Notable Highlights

- ✦ Recognized for outstanding success at Oakley leading to numerous promotions within manufacturing and supply chain management; managed 3 of the 5 primary business units at Oakley for over 6 years.
- ✦ Executed all mentorship duties for new hires, personnel, engineers, and supervisors to coach them on company culture, training needs, and improved productivity.
- ✦ Supervised and coached a team of 6 supervisors and 200+ reports to achieve safety, policy compliance, efficiency, volume, and quality targets, which saved 10% annually.
- ✦ Responsible for department changes, quick turnaround times, and implementing new, innovative ideas to improve organizational performance.
- ✦ Excelled in boosting business and implementing SAP order scheduling and automation solutions to increase productivity by 30% and order scheduling timeliness by 80%

Professional Experience

Maximum Inc.

Jun 2010 – Present

Senior Manager of Production Planning (Apr 2019 – Present)

- ✦ **Executed all daily management activities** such as ensuring and monitoring punctuality, backorder, volume, inventory, lead time, and efficiency for success within the organization.
- ✦ **Conducted training and supervision of a team of 4 production planners** that were responsible for the Master Production Schedule throughout the manufacturing plant.
- ✦ Successfully orchestrated all aspects of scheduling within the plant to ensure procedures were successful, guidelines were followed, and downstream processes were met within deadlines.
- ✦ Confirmed production requirements and specifications were followed and achieved; oversaw production status within the plant and **ensured strict deadlines were successfully met.**
- ✦ Managed internal customer inquiries and concerns to guarantee excellent service was provided, customers were satisfied, and customer retention was maintained.
- ✦ Organized daily meetings to monitor production schedule and developed new schedules for the production departments.

Operations Manager, Paint & Frame Coating, Manufacturing (Apr 2018 – Apr 2019)

- ✦ Supervised the activities and success of approximately 2 supervisors, 2 process engineers, 80 production workers, 2 planners, and 2 quality engineers to meet company goals; ensured staff received and executed compliance training on safety, workplace diversity, and ethical practices.
- ✦ **Achieved and exceeded unit productivity, quality goals, and company objectives;** cultivated a positive work environment and culture that provided new opportunities for growth and advancement.

- ✦ **Championed the development of a 3 to 5-year vision plan** and future state business model with the assistance of industrialization engineers.
- ✦ Participated in the manufacturing and implementation of eyewear frame painting in a high-volume, mixed model environment to achieve performance objectives and the company mission.
- ✦ Directed and observed the efforts of the engineers to **guarantee goals and objectives were met and risks were minimized** to maximize operational potential.
- ✦ Proposed revisions and inventive strategies for equipment automation, material flow layout, and continuous improvements.

Production Manager, Lens Cutting & Thin Film Coating, Manufacturing (Sep 2016 – Apr 2018)

- ✦ Oversaw and mentored a team of 6 supervisors and 200+ reports to achieve safety, guideline compliance, efficiency, volume, and quality targets, which saved 10% annually.
- ✦ Guided and trained direct report supervisors to maintain efficiency and budget by 10% for 8 months.
- ✦ **Leveraged leadership and analytical skills** to support a team supporting OBM process improvement and rework reduction that increased quality yield by 2%.
- ✦ Directed and executed a Thin Film Coating Labor Optimization Green Belt Project to ensure the most efficient and cost-effective company results **leading to 10% improvement in efficiency in 6 months.**
- ✦ Successfully and accurately spearheaded a material flow optimization project which increased lens production by 80% in 1 year.
- ✦ Managed a project that reduced variable spend by 50% and **saved \$300k annually**; employed risk mitigation and expanded OSHA & California Safety Compliance to prevent accidents for 14 months.

Production Manager, Final Assembly, Manufacturing (May 2012 – Sep 2016)

- ✦ Directed a team of 4 supervisors and 150+ reports to accomplish monthly goals, safety & guideline compliance, efficiency within the workplace, volume, and quality targets, which **saved 3% annually.**
- ✦ Successfully coached a high-potential supervisor at Final Assembly who was able to backfill the Production Manager position.
- ✦ Executed a material flow optimization project worth \$350K which consistently exceeded goals and led to an 8% increase in efficiency; **successfully developed lean manufacturing pull systems that increased material flow by 20%** and saved \$100K annually.
- ✦ Ensured safety in the workplace by safeguarding OSHA and CA safety compliance, which lowered the incident rate to less than 0.12 for 12 months.
- ✦ Managed a Work in Progress (WIP) inventory of \$10M and improved quarterly physical inventory processes, which saved the organization \$280K annually.
- ✦ **Achieved over a 6% efficiency increase** by creating new production planning strategies, Key Performance Indicators (KPI's), and new policies.

Other Relevant Experience

Maximum Inc.

Warranty & Returns Supervisor

Jun 2010 – May 2012

Index Fresh Inc.

Operations Technology Manager

Feb 2009 – Jun 2010

Education & Technical Skills

Lean Green Belt Certification, 2017

Colorado State University, 2010

Bachelor of Science in Business Administration, Operations, & Supply Chain Management

Microsoft Office Suite ✦ SAP ✦ Minitab ✦ AutoCAD 2012 ✦ RFID ✦ Oracle