**John C. Anderson**

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**Career Summary:**

Highly-dedicated, organized and certified manufacturing professional with over 6+ years of experience in planning production activities, assessing equipment for defects and repairs as well as ensuring projects are completed within budget. Adept at managing inventory of materials and building long-term relations with clients. Good communicator, ability to gel well in a team along with excellent soft skills.

**Summary of Skills:**

* In-depth understanding of the industrial manufacturing processes, quality standards, equipment operations, safety requirements, and departmental procedures
* Capable of performing manufacturing/assembly operations, and various associated tasks, including bills of materials, work instructions and process aid sheets
* Familiar with protection packaging, boxing, labeling, removing defective pieces from the order and preparation of large shipment deliveries
* Ability to monitor manufacturing floor practices for determining if new machines are required, and ensure adherence to safety procedures
* Adept at executing production schedules, and ensure quality as well as meeting budget
* Proficient in operating various computer applications, including MS Office Suite, maintaining database, and preparing accurate reports
* Team player with exceptional organizational and communication skills

**Work Experience:**

Industrial Plants Lead

Millikan & Company, Kansas City, MO

November 2017 – Present

* Understanding client requirements and making accurate plans to assign duties to the plant workers for meeting production goals
* Ensuring production on the shop floor is as per the schedule, and the products meet industrial standards
* Streamlining the production process to meet monthly targets, and determining the days when overtime is necessary
* Working in collaboration with the plant manager for inspecting shop floor practices, and analyzing it to improve production efficiency
* Assessing products for identifying defective pieces to ensure quality items are sent to the packaging department
* Arranging training sessions for new plant workers to help them understand the mechanism of new equipment, and explaining them safety issues
* Conducting monthly meetings with the workers and production team to understand shop floor issues, equipment defects, and authorizing purchase of required materials

Junior Plant Operator

Waco Electrical Association, Kansas City, MO

March 2015 – October 2017

* Operated switches within the plant station service system to route power as necessary on the shop floor for meeting production requirements to complete projects within deadline
* Assisted with the equipment lockout/tag out for maintenance by positioning energy isolation devices as instructed by senior operator
* Checked for fire and safety hazards, production delays, equipment deficiencies, and environmental issues by drafting monthly reports for the plant manager's review
* Coordinated with the team to complete a record production of 500+ batteries for an international client within 4 days by working overtime
* Collaborated with the lead plant operators to inspect combustion-turbine plants to identify defects in the mechanism, and ensured immediate repairs to avoid accidents
* Supervised a team of 10 interns and oversaw their activities to ensure that the duties are performed in adherence to the company policies and environment protection
* Took responsibility to maintain switch-house equipment, and assisted with the plant inspections as well as repair and maintenance of the shop floor machines

Entry-level Industrial Production Associate

Abbott Industries, Kansas City, MO

July 2013 – February 2015

* Worked with the team to perform production tasks according to the standard operating procedures and manufacturing guidelines
* Maintained adequate supply for material for production
* Inspected production machines and related equipment to identify defects, and scheduled timely repairs
* Assisted senior colleagues to ensure timely completion of order, and oversaw dispatch of long-distance deliveries
* Performed various clerical tasks, including daily production percentage, maintaining detailed records of orders and database
* Answered calls and informed clients about the project status
* Tracked delivery trucks using GIS software and ensured timely deliveries
* Ensured employees are following safety instructions, and using right gears for the job
* Observed quality of the finished product on the production line, and discarded items that were damaged due to equipment or human error

**Education:**

* Bachelor's Degree in Mechanical Engineering   
  University of Missouri, Kansas City, MO   
  2012

**Certification:**

* Certified in Production and Inventory Management, 2013

**Reference:**

On request.