

# FIRST LAST NAME

City, State, Country • xxx@gmail.com • LinkedIn Profile  
(xxx) xxx-xxxx

## OPERATIONS SUPERVISOR

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Leadership • Operations Management • Warehouse Management • Team Building  
Performance Management • Compliance • Strategic Planning • Confidentiality,  
Achieved highest production level of 841K units per month • Increased production by 25%  
Best Manager/Supervisor Award 2021 • Most Outstanding Youth Club Member Award 2011

## WORK EXPERIENCE

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**XYZ COMPANY**, City, State, Country

**Month, Year - present**

**Job Title**

*Leading XXX company, over XXX years old, producing XXX, XXX, XXX and XXX for local and export markets*

- Awarded Best Manager/Supervisor Award (XXX) and the highest performance appraisal scores in the management category, 2021 (95%), and 2023 (86%).
- Appointed Acting Production Manager for 7 months, based on performance across several departments i.e., production, quality control and inventory management.
- Achieved highest and record-breaking monthly production performance up to 841K units per month, coming from an average of 450K units, 2019.
- Grew production by 25% (750K – 1M units) during the period 2020 – 2022, inclusive of COVID-19 pandemic, as key contributor increasing machine and staff efficiency.
- Exceeded sales revenue growth over 200%, and transitioned company to billion-dollar revenue status, as key contributor facilitating improved production.
- Attained ISO 9001:2015 certification, a first for the company, by ensuring compliance and currency of audited, critical production department documents.
- Maintained a motivated 40-member team, meeting shift schedule and productivity targets.

**XXX, Company** City, State, Country

**Month, Year-Month, Year**

**Job Title**

- Increased sales 400% from USD 50K up to USD 250K per night, through improved planning and inventory management, expansion of wine tasting room and staff training.

**XXX, Company**, City, State, Country

**Month, Year– Month, Year**

**Job Title**

*A unit of the XXX, responsible for the provision of data required to detect and monitor epidemic and pandemic events in the interest of the nation.*

- Expedited slide inspection for ailments and cancers 300% from 50 to 200 per day.
- Reduced wait time of suspected cancer patients from 3 months to 10 working days.

## **EDUCATION**

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- Bachelor of Science in Economics and Operations Management, University of the West Indies, Mona **Year-Year**
- Diploma in Pharmacy, University of Technology, Jamaica **Year-Year**

## **PROFESSIONAL DEVELOPMENT**

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- Better Process Control Certification, University of the West Indies, Mona
- GMP Training, XXX Ltd
- ISO Training, XXX Ltd
- Project Management Certificate, University of the West Indies, Mona

## **KEY SKILLS & EXPERTISE**

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Supervisory Management, Logistics Management, Supply Chain Management, Inventory Management, Warehouse Management Systems, Inventory Control, Continuous Improvement, Data Analysis, Team Leadership, Training & Development, Performance Appraisal, Oral & Written Communication, Business Presentations, Technical Writing, Documentation,

## **ADDITIONAL INFORMATION - LEADERSHIP**

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- Justice of the Peace for the parish of Kingston, March XXX
- Member, XXXI High School Board of Management, January 2021-present
- National XXX Committee (Kingston Central) June 2022-present
- Selected to attend town hall meeting with President Obama, and met with US Ambassador on more than one occasion, U.S. Department of State Exchange Alumni Association, Jamaica XXX-Present
- First Vice President, XXX 2011-2014
- Vice President, XXX Services, 2011-2013
- Most Outstanding Youth Club Member Award, XXX, 2011
- President of XXX Entrepreneur Programme, 2011