

[First Last Name]

[City, State] | [email@example.com] | [(000) 000-0000] | [LinkedIn URL]

PROFESSIONAL SUMMARY

[Production Supervisor] with [X+] years of experience overseeing high-volume manufacturing operations in [industry type, e.g., automotive/consumer goods/food processing]. Proven track record of **improving throughput, reducing scrap, and ensuring safety compliance** through data-driven decision-making and frontline leadership. Adept at coordinating cross-functional teams, optimizing production schedules, and implementing **lean manufacturing and continuous improvement** initiatives. Known for clear communication, hands-on problem solving, and building engaged, high-performing shift teams.

PROFESSIONAL EXPERIENCE

[Production Supervisor] | [Company Name], [City, State]

[MM/YYYY] – Present

- Led [X–Y] hourly associates across [number] production lines on [shift type, e.g., 2nd shift], overseeing daily output of [approx. units/tons] while maintaining [?XX%] on-time delivery and adherence to [ISO/OSHA/FDA] standards.
- Implemented [5S/lean/Kaizen] initiatives, standard work, and visual management, resulting in a [~X%] increase in line efficiency, [~X%] reduction in changeover time, and measurable reduction in rework/scrap.
- Monitored KPIs using [MES/ERP system name, e.g., SAP/Oracle/FactoryTalk], analyzed downtime and quality data, and partnered with maintenance/quality teams to drive corrective actions and preventive maintenance plans.

[Assistant Production Supervisor] | [Previous Company Name], [City, State]

[MM/YYYY] – [MM/YYYY]

- Supported daily operations for a [X]-person production team, coordinating manpower, materials, and equipment to meet hourly production targets and maintain schedule adherence above [XX%].
- Assisted in developing and delivering on-the-job training for new operators on [specific machinery/process], safety procedures, and quality checks, reducing onboarding time and first-month defect rates.
- Participated in root cause analysis for recurring defects and downtime events using [Fishbone/5 Whys/Pareto] methods, contributing to documented corrective actions and updated standard operating procedures.

EDUCATION

[Bachelor of Science in Industrial Engineering] | [University Name], [City, State]

[MM/YYYY] – [MM/YYYY]

[Relevant coursework: Manufacturing Systems, Operations Management, Quality Control, Lean Manufacturing]

[Associate Degree in Manufacturing Technology] | [College/Technical Institute Name], [City, State]

[MM/YYYY] – [MM/YYYY]

[Focus on: CNC Operations, Production Processes, Industrial Safety, Blueprint Reading]

SKILLS

Technical & Operational

- Production Planning & Scheduling:** [Shift planning, capacity planning, line balancing, changeover coordination]
- Lean & Continuous Improvement:** [5S, Kaizen, standard work, waste reduction, value stream thinking]
- Quality & Compliance:** [In-process inspections, SPC basics, SOP adherence, ISO/OSHA/FDA familiarity]

- **Systems & Tools:** [ERP/MES systems (e.g., SAP/Oracle), MS Excel for KPI tracking, digital work instructions]

Leadership & Interpersonal

- **Team Leadership:** [Coaching frontline staff, assigning tasks, performance feedback, conflict resolution]
- **Safety Culture:** [Conducting toolbox talks, enforcing PPE and lockout/tagout, incident reporting]
- **Communication & Collaboration:** [Shift handovers, cross-functional coordination with maintenance, quality, and logistics]

SELECTED PROJECTS & ACHIEVEMENTS

[Line Efficiency Improvement Initiative] | [Company Name]

[MM/YYYY] – [MM/YYYY]

- Led a cross-functional project team of [X] operators, maintenance, and quality staff to map current-state processes, identify bottlenecks, and implement targeted improvements on a high-volume line.
- Introduced standardized changeover checklists, optimized work cell layout, and adjusted staffing patterns, enabling a sustained [~X%] increase in OEE and more stable cycle times.

[Safety & 5S Implementation Project] | [Company Name]

[MM/YYYY] – [MM/YYYY]

- Coordinated a 5S rollout in the production area, including red-tag events, visual labeling, and standardized cleaning routines, resulting in improved workplace organization and reduced minor safety incidents.
- Developed simple visual work instructions and safety checklists for critical tasks, increasing operator compliance and supporting successful internal safety audits.