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## Production Administrator Resume

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### Job Objective

Looking for work in this field with the position as a Production Administrator in order to practice my learned skills.

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### Highlights of Qualifications:

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- Remarkable experience in financial service industry
  - Widw working knowledge of Microsoft Office applications
  - Deep knowledge of advertising field
  - Amazing ability to handle proprietary software systems
  - Outstanding ability to manage with others and handle timelines
  - Excellent project management and problem solving skills
  - Superior organizational, interpersonal, decision-making and communication skills
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### Professional Experience:

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Production Administrator  
PGP International, Rocheport, MO  
November 2007 – Present

- Outlined production schedules and imparted administrative support.
- Enforced planning, scheduling and inventory management techniques.
- Aided internal and external customer service culture.
- Conducted safety audits, safety training and incident investigations.
- Developed goals for VPP.

Production Administrator  
DAP Products Inc., Rocheport, MO  
December 2003 – October 2007

- Established and enforced housekeeping standards.
  - Imparted support for Workgroup Leader and Planners.
  - Managed industrial safety supply inventory.
  - Reviewed Direct Labor Variances.
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### Education:

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Bachelor's Degree in Industrial Eng.  
Voorhees College, Denmark, SC

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