
Production Administrator Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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:

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

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