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## Production Controller Resume

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### Job Objective

Seeking work as a Production Controller with a company in order to advance my skills and career in this field.

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### Highlights of Qualifications:

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- Hands-on experience in negotiating and managing vendors
  - Thorough knowledge of material logistics
  - In-depth knowledge of reference materials AMM, IPC and SB
  - Proficient with Microsoft Office Excel, Microsoft Office Project
  - Wide knowledge of contract negotiation and memorandums of agreement
  - Extensive knowledge of Maintenance Planning & Production Control
  - Ability to understand and interpret blueprints, sketches, diagram
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### Professional Experience:

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Production Controller  
PDS Technical Services, St Albans, VT  
August 2005 – Present

- Maintained schedules for material requirements and availability for the manufacture of industrial and commercial products.
- Compiled records concerning quantity, cost and type of material received, shipped, in stock or inventory and in production.
- Expedited flow of materials, parts and assemblies within and between departments in compliance with production and shipping schedules.
- Assisted in determining possible and actual shortages that initiated action to correct these deficiencies.

Production Controller  
Express Services, St Albans, VT  
May 2000 – July 2005

- Pulled and audited work packages for issue.
  - Set up Production Control file cabinet.
  - Assured paperwork is properly completed.
  - Tallied completed paperwork.
  - Forwarded to Quality Control for processing and auditing.
  - Tracked all job cards and non-routines requiring materials.
  - Reported Production progress on a daily basis.
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### Education:

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Bachelor's Degree in Business Administration  
Northwestern Michigan College, Traverse City, MI

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