
Production Controller Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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:

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

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