

[0149 "Production Supervisor"]

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An expert gelatin manufacturing manager with extensive experience in all phases of gelatin formulation, mixing, preparation and quality control for the pharmaceutical and nutrition markets.

A personable natural leader with outstanding knowledge of equipment, current Good Manufacturing Practices (cGMP), inventory control, recruitment and training of manufacturing staff.

## EXPERIENCE

**J's Sealables, Inc.**, Arcadia, California

1979-2006

**Supervisor, Gelatin Department** (1978-Present)

**Gelatin Maker** (1976-1978)

**Net Grinder** (1975)

Began career with a soft gelatin manufacturer serving the pharmaceutical and nutrition industries with sales in excess of \$20 million and 280 employees.

- Produced raw materials that went into the production of more than 70 billion capsules.
- Mixed more than 120,400 batches of gelatin (batch weight = 600 kilos), representing 70.5 million kilograms.
- Personally trained 220 production workers, supervisors and managers in all aspects of mixing and preparing gelatin raw materials.
- Resolved more than 5,000 worker grievances.
- Reviewed gelatin compounding operations and schedules, ensuring proper mix and product with on-time delivery.
- Planned gelatin compounding operations and sequences for more than 200 products.
- Reviewed gelatin-compounding reports and resolved operational, manufacturing and maintenance problems to ensure minimum costs and prevention of delays. Estimated savings of lost materials to date exceeds \$1.7 million.
- Inspected production equipment to ensure operating performance and optimum utilization on a daily basis.
- Recommended and implemented equipment improvements for efficiency, safety and current Good Manufacturing Practices.
- Established standard operating procedures and oversaw production to ensure compliance with state and federal regulations.
- Established and maintained accurate production records, including compounding data for senior management.
- Created, edited and reviewed Batch Production Records (BRP) for use in gelatin production.
- Established procedures for consistent production from one shift to the next.
- Determined raw material needs and originated purchase orders for supplies to arrive just-in-time to meet customer schedules.
- Oversaw equipment cleaning, washing and environmental sanitation to meet state and federal regulations.
- Managed up to 30 production workers on three shifts daily, maintaining schedules and quality.
- Implemented the company's policies with respect to recruitment, hiring, training, planning, allocation of work, performance appraisal, incentives and discipline.

## ADDITIONAL SKILLS

**Fully bilingual:** English-Spanish

**Computer Skills:** Data Entry, Word, Excel, Internet, E-mail, Inventory Control

**Mechanical Skills:** All gelatin department manufacturing equipment, including mixers, vacuum pumps, gelatin vessels and scales