

Tim Peck

Lansing, MI 48917

timothympeckjr2_oem@indeedemail.com

5174882059

Competed in Business Professionals of America for four years

Earned student and employee of the month

Working knowledge of; Microsoft Office, Mac Os X, Linux, Open Office, Basic HTML, Visual Basic 6.0 etc

Quick to learn new skills and enjoy meeting new challenges

Self directed and motivated; reliable, conscientious, determined, hard working

Authorized to work in the US for any employer

Work Experience

Production Supervisor

MidWest Bus Rebuilders - Owosso, MI

August 2018 to Present

- Consistently interpret, enforce and communicate company policy and safety regulations to teams throughout shift and communicate quality and production issues to teams.
- Identify items to be repaired from incoming inspections and allocate labor and resources to accomplish work done out of scope of contract.
- Daily manpower placement to ensure continuous production flow.
- Training of all employees in the proper use of tools, methods, and materials being used.
- Ensure 2nd shift employees have proper parts and kits from warehouse daily.
- Develop and initiate processes in regards to remanufacturing of the bus.
- Seek and interview potential employees.
- Responsible for proper onboarding of new employees. Including reviewing; company handbook, drug policies, and safety videos.
- Responsible for creating new forms as they are needed.
- Daily report out on labor hours, processes completed, attendance, and job assignments.

Food Preparation Technician

La Senorita - Lansing, MI

April 2007 to August 2018

Prepared food for customers in a timely manner

Opening and closing procedures

Helped to maintain a clean work environment by; sweeping, mopping, checking food temperatures, degreasing, dish washing, etc.

Production Supervisor

Bridgewater Interiors - Lansing, MI

May 2015 to January 2018

Consistently interpret, enforce, and communicate company policy and safety regulations to team throughout shift and communicate quality and production issues to team in pre-shift team meeting.

- Ensure operators are certified in all assigned jobs, train team members to perform required job assignments and ensure compliance with training requirements.
- Ensure all equipment is in working order and troubleshoot problems with equipment.
- Ensure consistent execution of employee job rotation and monitor lines for rate.
- Maintain employee adherence to ODS's and quality alerts.
- Develop and initiate process changes to improve throughput, quality and morale.
- Adjust manning daily to accommodate production requirements.
- Communicate with liaison to help resolve issues at the customer and communicate issues at the customer with employees throughout the day.
- Monitor and reduce scrap.
- Hold operators accountable to disciplinary action process.
- Train all new supervisors.
- Monitor stock levels and ship status at the customer and ensure timely delivery of all product.
- Maintain clean, safe work environment.

Production Operator

Bridgewater Interiors - Lansing, MI

June 2009 to May 2015

Accomplished tasks in set amount of time
 Maintained quality seats for customer
 Maintained a clean and safe work environment

Clerical Aide

Michigan State University - Lansing, MI

July 2006 to February 2007

Handled all incoming American Studies student applications
 Created and maintained budget spreadsheets
 Demonstrated an ability to prioritize a broad range of responsibilities in order to consistently meet deadlines
 Able to multitask in a fast paced environment
 Wrote letters, reports, faxed, copied, mailed, and filed materials as needed

Salesman

Game Stop - Saint Johns, MI

December 2006 to January 2007

Provided excellent customer service
 Waited on customers in a timely manner
 Checked out customers and answered questions
 Answered phone calls and helped with daily store procedures
 Comfortable with handling a wide range of money

Education

Information Security

Lansing Community College - Lansing, MI

2013 to 2020

St Johns High School - Saint Johns, MI
June 2008

Skills

- Lean
- TPM
- Kaizen
- Lean Manufacturing