**Robin J. Miller**

2770 Ashton Lane

Austin, TX 78746

Phone: 512-816-1935

Email: robin.miller@anymail.com

**Job Objective:**

Highly-dedicated, enthusiastic and certified Plant Superintendent seeking a challenging opportunity with an organization in the food industry to use my strong background and expert knowledge in achieving production goals as well gain maximum client satisfaction.

**Summary of Skills:**

* Comprehensive knowledge of the food manufacturing procedures, including procuring raw materials to packaging, and delivery to clients
* In-depth information about meeting company policies for providing quality products to the retail suppliers
* Familiar with inventory supply management and scheduling timely repairs of production shop's machinery and equipment
* Capable of giving appropriate operational advice and assisting in installation of new equipment on the floor
* Adept at monitoring the work processes and solving unanticipated issues using problem-solving skills
* Ability to work with different personnel and handle situations under pressure
* Team player with good leadership qualities as well as exceptional organization and communication skills

**Work Experience:**

Plant Superintendent

Michael Foods Incorporation, Austin, TX

June 2016 – Present

* Preparing staff work schedules and assigning specific duties to complete clients' orders within deadline
* Ensuring production activities are in compliance with company policies and procedures to follow safety instructions and maintaining environmental cleanliness near processing plant
* Ensuring a safe work environment is maintained in the production plant by imposing compulsory use of safety tools
* Responding to unexpected interruptions in the production process and recommending possible solutions or alternative methods to complete targets
* Maintaining inventory of production supplies and purchasing the required stock from appropriate vendors
* Reviewing monthly financial statements and performance reports to measure productivity, and identify processes needing cost reduction or improvement
* Assisting the plant manager in overseeing shift production, quality, employee safety, machine maintenance, and other duties

Junior Production Plant Engineer

Cliffstar Snacks Enterprise, Austin, TX

October 2014 – May 2016

* Collaborated with the manufacturing team to pipeline the packaging process to ensure proper quantity of food is filled in the cartons along with appropriate labels
* Coordinated with the purchasing team to buy the best quality raw materials from the vendors with negotiation, and ensured hygienic preparation procedures were followed
* Monitored the consumer trends to identify the wants/needs within the food industry, and prepared concise reports for the plant manager
* Collaborated with the delivery agencies to ensure fast transport of food products to the retail shopping centers
* Attended monthly meetings to develop plans for increasing productivity and efficiency at the plant
* Maintained accurate and updated records of the client order, deadline, project plan, invoice, payment, and delivery details in the database
* Lead a team of 10 graduate interns in tasks associated with the packaging processes and ensured their on-site safety by making use of helmets or other instruments mandatory
* Regularly inspected the machinery and equipment to schedule timely repairs and replacement of damaged parts for better efficiency

**Internship:**

Graduate Trainee

Brown and Caldwell Industries, Austin, TX

July 2012 – September 2014

* Understood the procedures to operate the automated machines to help in the fast production of items and completed the assigned cartons within deadline
* Maintained daily production spreadsheet to track the daily output along with rejection and scrap generation ratio, and prepared accurate reports
* Took responsibility to oversee the manufacturing process on the floor for discarding products that do no match the quality expectation
* Worked with the packaging team for preparation of the delivery boxes and assisted to load them in the truck
* Coordinated with a team of technicians and craftsmen to carry out installation and maintenance work associated with the equipment
* Attended the training sessions and developed a comprehensive understanding about the daily functions and their contribution to long term success of business
* Collaborated with other interns to follow instructions from the plant manager to achieve the weekly target production

**Education:**

* Bachelor's Degree in Industrial Management   
  University of Texas, Austin, TX   
  2012

**Certification:**

* Certified in Production and Inventory Management, 2015 Diploma in Food Science, 2014

**Reference:**

On request.