

Joe Smith II



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As a seasoned and results driven professional; I have broad-based background as a technical manager, packaging production manager, maintenance supervisor and training coordinator. I have strong leadership and motivational skills; proven ability to quickly build rapport, establish trust, and train and motivate people of all levels. Recognized for professionalism, positive mental attitude, commitment to excellence and demonstrated ability to communicate and interact effectively with senior management, associates and customers. Big picture focus on company goals has produced increased efficiencies in production.

CORE COMPETENCIES:

- Team Building & Leadership
- Multi-Task Management
- Time and Resource Optimization
- Customer Needs Assessment
- Process Improvement
- ISO 9000 and 14000
- 19 Yrs. High Speed Automation Experience
- Workflow Planning and Prioritization
- Quality Control Standards
- Creative Problem Solving
- Interviewing, Hiring and Retention
- Team Member Training and Mentoring

COMPUTER AND TECHNICAL SKILLS:

- J. D. Edwards
- High Volume
- Word
- Ceridian
- High Speed Automation
- Power Point
- Visio
- Kronos
- Word Perfect
- Excel
- MES

TRAINING/SEMINARS/WORKSHOPS

- Managing Multiple Projects, Objectives & Deadlines
- Six Sigma (Green Belt)
- Internal Quality Auditing
- National Safety Council Training
- Building a Lean Culture
- Human Relations Skills Training
- Classroom Training Techniques
- Continuous Improvement
- School of Fluid Powers
- Sexual Harassment Training
- Front Line Leadership – Zenger Miller
- Basic Supervision
- Basic Electricity
- Avoiding Litigation Land Minds

EDUCATION

Cleveland Community College, 1991-1993
Propulsion Engineering, 1985-1989
Boiler Water Testing
Fuel Oil Testing

College Transfer Program (Pre-Business)
Boiler Technician Class A School
Feed Water Testing
Gage Calibration

VOLUNTEER WORK

Ascension Lutheran Church,
Chair of Finance, 2005

United Way Campaign United Way
Chairman, 2003

Day of Caring Property
Co-Chair, 2002

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PROFESSIONAL EXPERIENCE

ENTERTAINMENT DISTRIBUTION COMPANY

1989 to Present

Grover, North Carolina

Manager of Packaging (2005-present)

- Accountable for area safety, quality and production of 850k compact disc/DVDs per day.
- Effectively manage/supervise 160-250+ production employees including 5 production supervisors, 20 maintenance technicians, contact company personnel and one area engineer.
- Interpretation and administration of plant policy.
- Hiring of staff (operational, maintenance and supervisory personnel).
- Responsible for area budgeting of \$53 million.
- Adjust staffing requirements on a daily basis for employees based on production requirements.
- Management of Six Sigma projects.
- New customer integration.
- Developed significant improvements in layout and operational procedures to increase productivity.
- Spearheaded and lead strategies that improved processes resulting in cost savings of \$125k quarterly.
- Initiated reduction of staffing resulting in a cost savings of \$132k annually.
- Implementation of Visual Workplace within packaging department.
- Project \$250k savings annually with process improvement.
- Cut 2% to 4% Scrap Cost Savings within one year.
- ISO auditors.

Assistant Manager of Packaging

(2000 to 2005)

- Responsible for area safety performance.
- Ensured overall area maintenance and equipment reliability.

UNIVERSAL MANUFACTURING

Grover, North Carolina

Area Support Engineer

(1999-2000)

Supervisor – Packaging

(1993-1999)

Maintenance Technician / Training Coordinator

(1989 to 1994)

MILITARY EXPERIENCE

United States Navy E4 – BT3 1985 USS Santa Barbara AE-28

- Boiler Technician
- Performed maintenance and overhaul of boilers, fuel oil service pumps and fire pumps and feed pumps (rotary screw, centrifugal and reciprocating)
- Fire Room Supervisor (Boiler Technician of the Watch)
 - Supervised watch personnel
 - Responsible for all operating equipment
- Calibration Supervisor
 - Supervised calibration personnel
 - Calibrated all shipboard pressure, vacuum, temperature gages and switches