



Beatriz Umar

Production Supervisor

Experienced in production scheduling, blueprint reading, and OSHA safety compliance across 12 years of manufacturing floor work, including supervision of a 22-person crew across multiple shift rotations. Saved \$41,470 annually by redesigning changeover workflows between product runs and maintained a 97.65% on-time completion rate for production orders.

CONTACT INFORMATION



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Fallon, NV 12345

EDUCATION

Certificate of Achievement Industrial Electronics Technology
Western Nevada College, Carson City, NV
2012 – 2014

KEY SKILLS

- Production scheduling
- Blueprint reading
- Forklift operation
- Microsoft Excel
- Calipers and micrometers
- Hydraulic press operation
- OSHA safety compliance
- PPE program management
- Inventory control
- Root cause analysis

PROFESSIONAL EXPERIENCE

- **Production Supervisor, Silver Springs Precision Products, Fallon, NV**
2020 – Present
 - Maintained a 97.65% on-time completion rate for production orders, coordinating shift schedules and material flow for a 22-person crew across day and swing rotations.
 - Reduced recordable safety incidents from 4 to 1 per year by revising lockout/tagout procedures and conducting weekly PPE audits on all floor stations.
 - Saved \$41,470 annually by redesigning changeover workflows between product runs, cutting average changeover time from 54 minutes to 31 minutes.
 - Reviewed blueprints and daily work orders each morning, assigning production priorities and confirming raw material staging within 25 minutes of shift start.
- **Production Lead, Lahontan Valley Assemblies LLC, Fernley, NV**
2017 – 2020
 - Completed 92.8% of production orders on time during a plant expansion period, improving the rate to 96.6% within 8 months by resequencing bottleneck operations.
 - Lowered safety incidents from 3 to 0 over a 14-month span by introducing a pre-shift hazard walkthrough checklist for the welding and press area.
 - Identified a tooling alignment issue on 2 hydraulic presses and proposed a fixture modification that saved \$8,210 per quarter in rework labor costs.
 - Tracked daily production KPIs in Microsoft Excel, delivering shift-end summaries to plant management within 12 minutes of line shutdown.
- **Production Worker, Churchill County Metal Works Inc., Fallon, NV**
2014 – 2017
 - Operated presses and clamps to form steel housing components, helping raise the fabrication department's on-time order completion from 91.5% to 97.44% over 14 months.
 - Reported 2 near-miss safety incidents that led to guardrail installations on the mezzanine, helping reduce total recordable incidents from 5 to 2 that year.
 - Transported raw materials and finished assemblies using a forklift across a 61,000-square-foot facility, averaging 52 pallet moves per shift.

CERTIFICATIONS

- Powered Industrial Truck (Forklift) Operator Certification, Employer, under OSHA standard 29 CFR 1910.178, 2015