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# LEO WATKINS

## Operations Supervisor



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Urbandale, IA

### Education

#### Iowa State University

2012 - 2016

Ames, IA

### Skills

Lean manufacturing principles

Strong leadership and team-building skills

Proficient in ERP/MRP systems (e.g., SAP, Oracle)

Excellent problem-solving and analytical abilities

Effective communication and interpersonal skills

Advanced Microsoft Excel skills for data analysis and reporting

### Courses

#### 30-Hour General Industry Certification

2021

OSHA

### Professional summary

Dedicated Operations Supervisor with over 5 years of experience in managing and optimizing daily operations. Proven track record of implementing efficient processes to improve productivity and reduce costs.

### Experience

#### Midwest Manufacturing Co.

2021 - Now

Urbandale, IA

#### Operations Supervisor

- Manage a team of 20 employees in a busy manufacturing facility, overseeing production schedules, quality control, and inventory management.
- Implement a new shift schedule that reduced overtime costs by 15% while maintaining production output.
- Lead a continuous improvement initiative that resulted in a 30% reduction in waste and a 25% increase in overall equipment effectiveness (OEE).
- Conduct weekly safety meetings and implemented safety protocols, leading to a 40% decrease in workplace accidents over two years.

#### Tech Products Inc.

2019 - 2021

Urbandale, IA

#### Production Supervisor (promoted from Machine Operator)

- Supervised a team of 10 production workers in a high-volume manufacturing environment.
- Implemented standardized work procedures to streamline production processes and reduce cycle times by 15%.
- Conducted regular quality inspections and implemented corrective actions to maintain product quality standards.
- Developed and implemented a training program for new hires, resulting in reduced onboarding time.