



Ming Le

Line Coordinator, Regulated Medical Manufacturing

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STRENGTHS

- 🕒 **Shift Coordination**
Night shift priorities stayed visible through clear boards and timely floor direction. Teams knew what needed attention first.
- ♥ **Quality Documentation**
NC, Audit, CAPA, and batch records received careful review. That habit helped Quality teams trust submitted information.
- 🔧 **Inventory Control**
Cycle counts and physical checks exposed mismatches early. Material records became easier for production teams to rely on.
- ⚠ **Issue Escalation**
When a batch or supply concern surfaced, facts came forward quickly. Managers received useful context for decisions.
- 👥 **Team Support**
Training checks, meeting support, and respectful floor direction kept associates aligned. Small conversations often prevented larger delays.

SKILLS

Production Scheduling

Inventory Control Cycle Counts

CAPA Batch Records

Quality Systems Material Ordering

Night Shift Operations

Issue Escalation

Process Improvement

Analytical Reasoning

Manufacturing Flow

Training Support

SUMMARY

Line Coordinator with three years of regulated manufacturing experience supporting **production planning**, night shift operations, inventory control, material flow, quality documentation, and safe production execution. Maintains **production metrics**, **Day by the Hour boards**, Gemba boards, downtime records, batch records, **operational databases**, manufacturing planning entries, and inventory data with care. Supports aging batch review, raw material ordering, cycle counts, expired inventory removal, RID submissions, nonconforming material controls, NC, Audit, and CAPA documentation, investigations, corrective actions, product dispositions, and final batch record review. Provides clear floor direction under Facilitator and Manager guidance, supports associate training, attendance review, start up, close out, and IPT meetings, and escalates issues with sound judgment. Ready to contribute dependable coordination and practical quality discipline in onsite medical manufacturing operations.

EXPERIENCE

Line Coordinator, Medical Manufacturing

Redstone Medical Components 📅 October 2024 - Present 📍 Waco, TX

Coordinate night shift operations across two regulated manufacturing lines, aligning people, materials, equipment, documentation, quality controls, and production priorities under Facilitator guidance. Provide floor direction, maintain operational visibility, support meetings, and keep work moving through required controls.

- Aligned labor, materials, equipment, and batch priorities across two night shift **manufacturing lines**.
- Maintained **Day by the Hour boards**, **Gemba boards**, downtime records, and production metrics.
- Entered NC, Audit, and CAPA records, organizing evidence for investigations and **product dispositions**.
- Controlled expired and **nonconforming materials** through labeling, segregation, RIDs, and cycle counts.
- Reviewed batch records, investigated **aging batches**, and prioritized follow up for production flow.
- Verified training status, monitored attendance discrepancies, and supported start up, close out, and IPT meetings.

Manufacturing Process Technician, Regulated Production

Prairie Creek Health Products 📅 October 2023 - September 2024 📍 Temple, TX

Supported controlled production flow across material staging, line setup, documentation, inventory movement, and closeout activities. Built practical experience with **manufacturing planning systems**, quality controls, discrepancy escalation, safety discussions, and process improvement under established procedures.

- Supported material staging, line setup, in process documentation, and controlled production closeout.
- Recorded production quantities, inventory movements, and **cycle counts** in manufacturing systems.
- Prepared raw material and supply requests from scheduled production needs and flagged shortages.
- Identified, labeled, segregated, and routed **nonconforming materials** for Quality disposition.
- Maintained **batch records** and production logs, correcting issues through approved processes.
- Raised recurring material and workflow concerns during floor reviews and safety discussions.

PROJECTS

Night Shift Flow Control 📅 2025

Attendance Tracking

Safe Work Practices

LANGUAGES

English Native

Mandarin Chinese Proficient

MY CAREER



● Line Coordinator, Medical Manufacturing at Redstone Medical Components (1.9 Years)

● Manufacturing Process Technician, Regulated Production at Prairie Creek Health Products (11 Months)

Created a practical shift tracking approach using production metrics, downtime records, Gemba boards, and batch priorities. Clearer visibility helped teams respond sooner when materials, equipment, or aging batches threatened scheduled work.

Expired Material Reconciliation 📅 2024

Supported a controlled review of expired inventory using physical checks, system updates, RIDs, labeling, segregation, and weekly cycle counts. Accurate records gave Quality and production teams a clearer basis for disposition decisions.

LEADERSHIP & AWARDS

- Recognized by shift leadership for dependable production tracking and clear escalation of line issues.
- Selected to support start up, close out, and IPT meetings when Facilitator coverage was unavailable.
- Commended for accurate batch documentation, inventory reconciliation, and consistent regulated floor practices.

EDUCATION

High School Diploma

Temple High School 🎓 GPA: 3.5 📅 2023 📍 Temple, TX

Coursework: Manufacturing processes, workplace safety, mathematics, technical communication

CERTIFICATIONS

- ISO 13485:2016 Medical Devices Quality Management Systems Awareness Training 📅 2024
- OSHA 10 Hour General Industry 📅 2024

TECHNICAL SKILLS

- **Production Planning:** Production scheduling, manufacturing priorities, workflow planning
- **Inventory Systems:** Cycle counts, inventory records, stock reconciliation
- **Quality Management:** NC entries, Audit entries, CAPA entries
- **Batch Documentation:** Batch records, final review, production logs
- **Material Controls:** Raw material ordering, supply requests, material staging
- **Visual Management:** Day by the Hour boards, Gemba boards, downtime tracking
- **Regulatory Standards:** ISO 13485, ISO 14001, OHSAS 18001
- **Safety Programs:** OSHA, ergonomics, emergency response
- **Manufacturing Systems:** Operational databases, manufacturing planning systems, inventory data
- **Process Quality:** Nonconforming materials, corrective actions, product disposition

PROFESSIONAL AFFILIATIONS

- Regulated Manufacturing Operations, participant in practical production and quality improvement discussions.
- Workplace Safety and Ergonomics Activities, contributor to safe behavior and emergency response awareness.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST