

# Jose Kelly

📞 (859) 555-1234    ✉ jose.kelly@example.com    🔗 linkedin.com/in/josekelly    📍 Lexington, KY 40502

## SUMMARY

Dedicated manufacturing professional with over 2 years in production roles. Operated machinery efficiently, meeting strict safety and quality protocols. Proven skills in equipment maintenance, teamwork, and maintaining a clean workspace. Eager to contribute expertise to Manufacturing Solutions, LLC, and support continuous improvement in stave production processes. Passionate about collaborating with peers to optimize workflows and ensure product excellence. Adapts quickly to fast-paced environments while closely following standard operating procedures. Committed to delivering results that align with company goals, ensuring high-quality outputs.

## EXPERIENCE

Stave Mill Production Operator

June 2025 - Present

Manufacturing Solutions, LLC

Manchester, KY

As a Stave Mill Production Operator, supported the production of premium white oak staves used in bourbon barrel manufacturing. Operated complex wood-cutting saws, prioritized safety and quality adherence throughout the production lifecycle. Key achievements include maintaining optimal equipment functionality and superior production output.

- Executed the operation of various saws during stave production, achieving precise cutting according to specifications.
- Stacked, sorted, and organized staves for subsequent processing stages, which led to improved workflow continuity.
- Conducted ongoing equipment maintenance checks, promptly reporting issues to supervisors enhancing operational efficiency.
- Collaborated effectively with team members, boosting overall production speeds while minimizing downtime.
- Ensured cleanliness and organization within workspaces while adhering to comprehensive safety regulations.
- Trained new employees on machinery operation and safety standards, fostering a culture of compliance and safety.

Production Assistant

April 2024 - May 2025

Woodcraft Manufacturing

Richmond, KY

Worked as a Production Assistant, contributing significantly to assembly lines and quality assurance processes. Developed practical skills in managing workflows and complying with safety protocols under the direction of supervisors.

- Supported a busy production team by participating in assembly tasks and maintaining rigorous quality control processes.
- Followed directives from supervisors effectively, contributing to daily production targets without compromising safety.
- Maintained workspace cleanliness through proactive waste management and material organization.
- Aided the movement and lifting of heavy materials, aligning with established safety measures.
- Participated in team discussions, addressing challenges and proposing effective solutions for process improvements.
- Significantly reduced production errors through careful attention and consistent quality check practices.

## LEADERSHIP & AWARDS

- OSHA Forklift Certification, received in 2025
- Safety and Health Training Certification, achieved in 2025

## EDUCATION

High School Diploma

2024

Lexington High School    GPA: 3.5

Lexington, KY

Coursework: Industrial Arts, Mathematics, Physical Education, Business Principles

## CERTIFICATIONS

- OSHA Forklift Certification    📅 2025
- Safety and Health Training Certification    📅 2025

## TECHNICAL SKILLS

- Manufacturing Equipment:** Saws, Forklifts, Band Saws
- Safety Standards:** OSHA Regulations, Safety Compliance Protocols, Hearing Protection
- Production Techniques:** Lean Manufacturing, Just-in-Time, Batch Processing
- Quality Control:** ISO 9001 Standards, Statistical Process Control, Six Sigma
- Material Handling:** Pallet Jacks, Hand Trucks, Basic Rigging Techniques
- Workplace Organization:** 5S Methodology, Workspace Layout Optimization, Priority Task Lists

- **Communication Tools:** Email, Slack, Team Meetings
- **Training Methods:** On-the-job Training, Peer Mentorship Programs, Workshops
- **Project Management Tools:** Trello, Asana, Microsoft Teams
- **Machine Operation Procedures:** Start-up Protocols, Shut-down Procedures, Routine Maintenance Guides

**SKILLS**

- Machinery Operation
- Time Management
- Quality Assurance
- Machine Safety Protocols
- Safety Compliance
- Problem Solving
- Operational Efficiency
- Production Planning
- Team Collaboration
- Workflow Optimization
- Process Improvement
- Heavy Lifting Guidelines
- Attention to Detail
- Equipment Maintenance
- Communication Skills
- Inventory Management

**PROFESSIONAL AFFILIATIONS**

- Member of local Manufacturing Association, engaging in skill-development workshops
- Active volunteer for community clean-up initiatives, demonstrating commitment to local industry values

**LANGUAGES**

- English (Native)
- Spanish (Intermediate)

**ADDITIONAL INFORMATION**

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

**REFERENCES**

AVAILABLE ON REQUEST