
Aaron Jacobs

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Summary

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Productive Operations Supervisor practiced in business and employee management. Bringing 12 years of experience overseeing day-to-day activities and production of goods. Decisive leader and strategic problem solver with excellent communication and planning abilities.

Skills

- Project Management
- Performance Monitoring
- Operations Management
- Quality Assurance

Experience

Piston Automotive

October 2011 to January 2024

Operations Supervisor

Marion, OH

- Ensured safety regulations were followed by all personnel in the production area.
- Developed comprehensive training programs for new hires in order to increase productivity.
- Enforced company policies, answered coworkers' questions and trained new personnel.
- Performed regular quality checks throughout the production process to ensure customer specifications were met.
- Analyzed data from monthly productivity reports to identify trends and potential issues with current processes.
- Read and interpreted work order specifications and information to plan, schedule and carry out jobs effectively.
- Identified opportunities for process improvements through analysis of existing workflows.
- Performed minor equipment repairs to keep jobs on task and notified maintenance department of major machinery failures.
- Conducted training in equipment operations and safety procedures, briefing employees of hazards associated with work.
- Directed and coordinated production activities, encouraging employees to meet specifications.
- Conducted regular performance reviews for each employee to identify areas for improvement.
- Implemented cost-saving measures while maintaining high levels of product quality.
- Supervised a team of 20+ employees, ensuring tasks were completed efficiently and accurately.
- Prepared operations data to produce comprehensive reports to management.
- Assigned tasks to employees and monitored productivity, performance and task completion.
- Monitored staff training and output to meet compliance, productivity and revenue goals.
- Issued work orders for repairs to plan maintenance of equipment, machinery and vehicles.
- Assisted with troubleshooting equipment malfunctions or operational problems as needed.
- Resolved any conflicts between employees in a professional manner.
- Conducted performance reviews to identify and rectify areas for skill improvement.
- Maintained top-notch quality control standards and eliminated downtime to maximize revenue.
- Recommended and implemented measures to improve production methods and quality of products.
- Planned and developed new operation processes to innovate and stay competitive.
- Reviewed individual employee performance to correct issues and enhance productivity.
- Coordinated production requirements with material handling and staffing functions.
- Communicated effectively with other departments to ensure smooth workflow from start to finish.

- Evaluated and assessed personnel to identify potential candidates for promotion.
- Cultivated communication among senior managers and floor supervisors to encourage optimal productivity.
- Delegated tasks to multiple employees while maintaining efficient workplace.
- Promoted employee safety awareness based on understanding of regulatory mandates and organizational best practices.
- Investigated customer complaints related to product quality or delivery times.
- Provided feedback and guidance to personnel regarding their job performance and development plans.
- Supported safe and clean work environment by educating and directing personnel on use of control points, equipment and resources.
- Completed day-to-day duties accurately and efficiently.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Leveraged Microsoft Office skills to input and compile data gathered from various sources.
- Processed payroll for over 120+ employees weekly, ensuring accuracy of pay and deductions.
- Managed payroll and time and attendance systems.
- Reviewed timesheets for accuracy and completeness prior to processing payroll.
- Reviewed timecards weekly to ensure accuracy before approving payment.

Education and Training

Harding High School
High School Diploma
Marion, OH

August 1997

Certifications

- CPR/Stop The Bleed Certification
- Head Plant EMT/First Responder

References

References available upon request.