

Gregory J. Coffey
231 Woodland Drive
Max Meadows, VA
276-620-9130
gregory.coffey@yahoo.com

Objective: To obtain a challenging and long- term management position, utilizing abilities developed through my experience and supervisory skills, with the opportunity for professional growth based on performance.

Profile:

- 19 years of experience in the manufacturing industry.
- Goal oriented individual with strong leadership capabilities.
- Manage and assist with the development of over 150 employees into a goal-oriented and cohesive group.
- Provide guidance regarding technical support, problem solving, employee involvement, and goal setting, decision-making and team meetings.
- Enable and encourage team members to manage themselves meet responsibilities for continuous quality and production improvements, customer satisfaction, safety and housekeeping.
- Assist in the administration and assure compliance of company rules, regulations, policies, programs and procedures.
- Successfully refine and implement new projects.
- Possess the ability to direct complex projects from concept to fully operational status.
- Proven ability to work in unison with staff, team members and support departments.

TMD Friction Inc.
3994 Pepperell Way
Dublin, Va.
Shift Superintendant (2006-Present)

- Direct supervision of 50-75 production employees.
- Document and provide feedback on performance to provide improvement.
- Develop action plans in order for teams to ensure proper quality, delivery and cost.
- Create and maintain a working environment that fosters employee involvement for assigned work groups through coaching and mentoring.
- Maximize labor utilizing standardized work, and Six Sigma procedures.
- Train and supervise shift leaders on assigned shift.

Experience:

1994-

T.R.W. Automotive
222 Mountain Empire Rd.
Atkins, VA

2006

Team Advisor (2001-2006)

- Performed the direct supervision of 75-150 employees.
- Responsible for advising, counseling and corrective action of team members.
- Developed action plans in order for teams to ensure proper quality, delivery and cost.
- Created and maintained a working environment that fostered employee involvement for assigned work groups through coaching and mentoring.
- Managed and developed hourly employees into goal-oriented and cohesive group.

Materials Technician (1999-2001)

- Performed shipping procedures for outgoing material, utilizing customer computer linked systems (SAP) (SMART).
- Provided communication to customers and suppliers regarding material status.
- Assisted with the maintenance of computerized inventory status of available parts and ordered parts as needed to meet production build schedules.
- Responsible for the supervision, quality, scheduling and delivery of aftermarket assembly operations.

Team Leader (1997-1999)

- Provided leadership to team members on the assembly line.
- Responsible for safety, quality, and production expectations.
- Communicated with team leaders from other lines and shifts, concerning various production/manpower issues.
- Coordinated weekly team meetings.
- Maintained and enforced company policies.

Quality Auditor (1995-1997)

- Conducted Process and First Piece Audits on all assembly lines.
- Verified that functional data was collected from the manufacturing process.

Assembly Line Technician (1994-1995)

- Operated pneumatic and hydraulic tools on a fully automated assembly line.
- Conducted testing and first piece inspections.

Education:

Wytheville Community College
1990-1992

**Professional
Development:**

- **Six Sigma – Green Belt**
- **QS9000/ISO16949 Certified**
- **Lean manufacturing Workshops**
- **Team building seminars**
- **Kaizan Facilitator**
- **Continuous Improvement Training**
- **H.I.P.A. Training**
- **HAZMAT Certification**
- **TPS training**

Skills:

- **MS Office, Kronos, SAP, PowerPoint**