

# JAMIE J. LEYDE

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## SKILLS AND QUALIFICATIONS

- Over 10 years of direct involvement with lean manufacturing, materials management, warehousing, and distribution.
- Proficient with the operation of computers and software, including Microsoft office, Oracle, IQS, BVP, PCS, UPS, FedEx, and Kronos
- Experienced in areas of; Safety and training, inventory, continuous improvement, shipping and receiving, packaging, production management, customer service, order entry, scheduling and general office duties
- HR involvement including hiring, time management, coaching, mentoring
- SOX, SQF, and company policy compliance
- Experience with EH&S regulations and guidelines, including OSHA and EPA
- Effective communicator, that is reliable, detail-oriented, positive, and punctual
- Proactive planner that can work with limited, to no oversight, with the willingness to learn, ability to quickly adapt to changing environment

## EXPERIENCE

- Georgia Pacific - Corrugator Supervisor July 2015 – Current

Oversee all functions on the corrugator. Ensuring loads of corrugated sheets are within specification, meet quality standards, and reporting into database before delivery to customer or converting department. Assisting and operating on machine as needed, loading rolls of paper, verifying grade and size. Continually monitoring all equipment and communicating with appropriate department managers when safety, mechanical or quality issues arise. Overseeing the safest and most productive shift of 12 direct reports, continually exceeding production goals and contributing to the team. Communicating shift results daily via email along with verifying Kronos time management system for accuracy. Arranging coverage for callouts, vacations, overtime, and other shift needs. Responsible for employee reviews, performance pay recommendations, and quarterly LOTO verifications. Investigating and responding to incidents and accidents as they occur including property damage. Demonstrating safe work behaviors, sound problem solving skills during high pressure situations and time sensitive processes, performing all product compliance testing and reporting, complying with all LOTO procedures and company policies. Administering progressive discipline as needed including terminating employment. Elected safety core committee member helping to drive a thriving safety culture.

Quanex Building Products - Production/Inventory Mgr.

July 2008 - July 2015

Responsible for day to day operations, ensuring a safe and productive work environment for 50 employees, monitoring production flow to allow for on-time deliveries to customers, coaching and training employees, new hire onboarding, overseeing all areas in facility that directly support our production team. Driving continuous improvement, ensuring accuracy of daily cycle counts, and driving safety excellence with employees. Responsible for Interviews, terminating employment, and working with local temp agency for peak season needs. Reviewing time management system daily resolving any discrepancies.

Washington Mutual Bank - Teller

June 2007 - July 2008

Providing exceptional customer service, performing all money transactions, engaging with customers, fulfilling their banking needs, assisting customers over the phone, recognizing potential needs and ensuring customers are offered any product that may be of benefit to them. Balancing money, and meeting sales goals each month.

**EDUCATION AND TRAINING**

- Toledo High School 2001-2005 high school diploma
- Certification/Training: Frontline Leadership, Leadership Development, Forklift Training –Train the Trainers, Workers Comp, Hazard Communications, and various other training classes related to safety and leadership skills.