

# Daniel Hill

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To obtain a position where my skills and training can better help the company succeed.

## Work Experience

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### **Packaging /Site Manager**

Elite One Source - Lolo, MT  
April 2018 to June 2019

- Packaging Scheduling
- Warehouse Scheduling
- Inventory
- Writing and Implantation of SOP's
- Monitoring safety
- Employee Payroll
- CAPA's/ Investigations/ Devotions
- Tracking of department production
- Writing of employee evaluations
- Costumer service
- Shipping and receiving
- Staffing

### **Production Shift Manager**

Elite One Source - Missoula, MT  
August 2017 to April 2018

- Employee Scheduling
- Production Scheduling
- Inventory
- Monitoring department Supervisors, Department leads, Production Staff
- CAPA's/ Investigations
- Employee Payroll
- Continues Process Improvements

### **Encapsulation Department Supervisor, Elite One Source**

Tableting - Missoula, MT  
November 2016 to August 2017

- Department Scheduling
- Employee Reviews
- Process Improvements
- Monitoring of department staff
- Training
- Batch record review

- SOP writing and implementation
- Inventory

### **Tableting Department Lead, Metagenics**

Tableting - Gig Harbor, WA

April 2014 to November 2016

- Department Scheduling
- Implementation of lean Manufacturing
- Training employees on new machinery
- Review and rewriting of Sops
- Implementation and monitoring of 5s within the department
- Monitoring of department staff

### **Shift Supervisor**

Metagenics - Gig Harbor, WA

February 2011 to April 2014

- Monitoring and ensuring the safety of 20+ employees
- Weekly payroll
- Employee evaluations
- Scheduling
- Implementation of new procedures
- Holding weekly department meetings

### **Tablet Press Operator**

Metagenics - Gig Harbor, WA

November 2008 to February 2011

- Adjust and monitor tablet press machinery keeping product within specified guidelines.
- Assemble machinery with the correct size and shape punches and dies.
- Cross train employees from other departments in tableting
- Assemble and operate Encapsulation Machinery

### **Tableting Lead**

Metagenics - Gig Harbor, WA

June 2006 to November 2008

- Monitor tableting personal
- Train new employees
- Write work instructions and SOP's
- Read and interpret department schedules
- Tracking of department production
- Writing of employee evaluations

### **Production Lead**

Cibo Naturals - Seattle, WA

February 2001 to January 2003

- Setup all needed machinery
- Monitor Employee Performance
- Training of employees
- Staging of all needed materials

- Daily production Tracking
- Box Truck Delivery Driver
- Monthly and yearly inventory

### **Shift Supervisor**

McDonalds - Bremerton, WA

July 1998 to August 1999

- Training of employees
- Loading and unloading of delivery truck
- Customer service
- Weekly product/stock ordering
- Monitoring of employee's performance and service

## Education

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### **Commercial Drive School in Class A**

Lacey, WA

September 2019 to October 2019

## Skills

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Box truck (3 years), Documentation (10+ years), Inventory (4 years), lean manufacturing (6 years), Training (6 years)

## Additional Information

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### Skills Profile

160 hours Commercial Driver School

Class A license with tanker, doubles, triples endorsements.

pre/post trip Vehicle inspections

hitching and unhitching trailers

Supervisor/Manager Training

Forklift certified

Box Truck driving

Motivating personal

Experience with inventory

cG.M.P / MSDS Training

Customer Services

Able to multi task

Microsoft Word/Excel/ Documentation

Safety awareness

Lean Manufacturing

FDA, NSF, Inspection Compliance.