

KATHERINE RENEE CROSS

CONTACT

9153150185

krcross.1107@yahoo.com

1509 Parkman Rd NW, Warren,

Ohio 44485 United States

PROFESSIONAL SUMMARY

Hardworking and reliable, focused on going above and beyond to support team and serve customers. Trained in business administration and offering top-notch leadership abilities. Motivated to continue to learn and grow as an HR professional. Worked in manufacturing setting for many years leading into Supervisory positions of production floor and warehouse.

SKILLS:

- Lead management
- Operational reporting
- Distribution troubleshooting
- Staff training
- Team coaching
- Quality assurance
- Continuous improvement
- Work scheduling

EXPERIENCE:

WAREHOUSE SUPERVISOR Feb 2012 - Jan 2014

Putnam Plastics, Dayville, Connecticut United States

Collaborated with operations staff and team supervisors to coordinate efficient pick planning.

Updated training matrices, documentation, and materials and implemented strategies to maintain team compliance with SOPs.

Developed and distributed daily reports to support and enhance work of warehouse departments and operational planners.

Met warehouse financial standards by monitoring expenditures, identifying variances, and providing annual budget information.

Led with positive approach and dedication to associate mentorship and customer satisfaction.

Collaborated with senior management to develop continuous improvement methodology in key areas of service, profit, and growth.

Planned long-range warehousing needs based on sales forecasts and input from management.

Held team accountable and coached through problems to address performance issues.

EXTRUSION TECHNICIAN Jan 2000 - Mar 2004

Pexco, Athol, Massachusetts

Installed and changed dies, machine screws, and sizing rings to meet production needs.

Inspected extruded products to enforce conformance to specifications. Filled and replenished machine hoppers with required materials and reported reordering needs.

Measured and mixed thermoplastic materials and pigments. Tested products to evaluate physical properties.

Documented inventory transactions and requisitioned materials. Adjusted machine controls to correct product defects or variances.

Regulated vacuum, temperature, and air pressure settings and synchronized extrusion speed.

Evaluated project needs and defined setup procedures, die selection, and parts requirements.

Maintained equipment, including troubleshooting, basic repairs, and worn die replacement.

EXTRUSION TECHNICIAN Jan 1994 - Jun 1999

Teleflex Medical, Jaffrey, New Hampshire United States

Regulated vacuum, temperature, and air pressure settings and synchronized extrusion speed.

Documented inventory transactions and requisitioned materials. Tested products to evaluate physical properties.

Maintained equipment, including troubleshooting, basic repairs, and worn die replacement.

Inspected extruded products to enforce conformance to specifications. Evaluated project needs and defined setup procedures, die selection, and parts requirements.

Adjusted machine controls to correct product defects or variances. Installed and changed dies, machine screws, and sizing rings to meet production needs.

Measured and mixed thermoplastic materials and pigments.

Filled and replenished machine hoppers with required materials and reported reordering needs.

Utilized downtime to perform routine tasks, preventing service delays. Monitored processes and recommended methods for improvement.

Completed all assigned tasks prior to shift end.

Maintained good working relationship with co-workers and management. Addressed concerns quickly to avoid lasting issues.

Managed daily tasks consistently and sought out opportunities to go beyond requirements and support business targets.

Volunteered for and tackled new assignments and tasks to ease staff member burden.

Reviewed incoming orders for mistakes to maintain accurate inventory levels.

Reviewed activities regularly to identify opportunities for improvement. Required minimal oversight to complete job tasks, meeting all deadlines and goals.

EDUCATION:

BACHELOR OF SCIENCE - BUSINESS ADMINISTRATION/HUMAN
RESOURCES/POLITICAL SCIENCE Dec 2022

Southern New Hampshire University, Manchester, New Hampshire United States

GPA 4.0.

Minor in Political Science.

Dean's List Honoree, 3 semesters.

CERTIFICATE - VETERINARY TECHNICIAN Jan 2018

Pima Medical Institute, El Paso, Texas United States

GPA 4.0.

PROFESSIONAL DEVELOPMENT CERTIFICATES - MANAGER SERIES
MASTER CERTIFICATE Jan 2014

Quinebaug Valley Community College, Killingly, Connecticut United States

BACHELOR OF SCIENCE - PLASTICS TECHNOLOGIES

Mount Wachusett Community College, Gardner, Massachusetts United States

Incomplete 1998 & 1999