

Micheal Butler

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Professional loyal and work very hard and well with others. I believe in the values of determination, ownership, integrity, accountability, simplicity a strong-minded Managerial person I believe in being prompt about the job is a plus for me. I can fit into any environment. I have extensive experience in customer service and quality assurance and management, senior-level management. Supervise team members from 5 to 175 team members. I'm Experience in the field of manufacturing to custodial and maintenance. I am a person who can work with anyone and can handle any situation. I believe in getting the job done in a timely manner. My goal is to accomplish to be at corporate and be CEO. Dedicated Human

Resources professional bringing 3 years of expertise in benefits administration, recruitment, and staff development. Talented in bridging gaps between labor forces and management to achieve objectives. Driven and decisive with a passion for building and retaining highly effective teams. Results-focused leaders are successful at promoting safety programs and mentoring individuals on ways to avoid mishaps and accidents. History of championing program training in various organizations throughout a well-established career.

Work Experience

General Manager

Mack Industries - Monroe, LA

May 2022 to Present

Manages policy deployment in the areas of lean manufacturing techniques, quality, cost reduction, complete and on-time delivery, safety, customer satisfaction, employee relations, visual controls and plant performance measures.

- Provides leadership for employee relations through effective communications, coaching, training and development.
- Provides leadership for problem resolution to facilitate faster improvements and improved working relationships.
- Manages material requirements to increase inventory turns and reduce levels on hand.
- Ensures compliance with company standards for cost control, waste reduction, quality, safety, and complete and on-time delivery.
- Oversee sales and pricing processes for facility. Responsible for new business and the retention of existing business.
- Markets and sells materials.
- Forecasts and responds to personnel needs and ensures compliance with company policies.
- Ensures compliance with company needs for capital investments and improvement projects.
- Manages compliance with state and federal regulations.
- Submits daily, weekly, and month-end reports to the Operations Manager and others as needed

Problem Solving/Analysis

- Leadership
- Teamwork Orientation

- Project Management
- Communication Proficiency
- Performance Management
- Technical Capacity
- Mechanical Aptitude
- Organization

Sr Human Resource Supervisor and EHs Supervisor

Dg foods LLC - Bastrop, LA

December 2021 to Present

- Evaluates the effectiveness of the organizations training programs and recommends areas of improvement.
- Reviews training needs: modifies or improves existing programs or develops new training programs to meet those needs.
- Through collaboration with management, identifies anticipated training needs based on human resource initiatives, legal and regulatory changes, career development needs, and other factors.
- Organizes and conducts orientation sessions and coordinates on-the-job training for new and transferred employees.
- Uses classroom training and demonstration methods, on-the-job training, meetings, conferences, and workshops to plan, develop, and provide training and staff development programs.
- Coordinates or performs compliance training and personal development classes for staff members.
- Conducts training for instructors and supervisors on techniques and skills to manage and teach their employees.
- Coordinates and assigns mandatory training across the organization.
- Creates, further develops, and organizes educational materials such as manuals and multimedia visual aids.

EHS Supervisor

Dg Foods - Bastrop, LA

October 2020 to Present

Current

- Collaborate with managers, supervisors, and leads to monitor compliance and identify safety issues.
- Monitor safety conditions in the warehouse and on the production floor.
- Inspects working conditions to ensure all products and activities are compliant with safety guidelines.
- Performs a variety of administrative, technical, and professional work, in analyzing, administering, and sustaining departmental-led programs.
- Responsible for departmental record-keeping, including all OSHA filings.
- Maintains Safety records and tabulates and presents relevant performance data internally, and as required externally (OSHA...).
- Improve workplace safety by recognizing, evaluating, and controlling potentially hazardous conditions.
- Ensure compliance with all OSHA, State, and Local codes.
- Conduct Safety and Environmental training, audits, and surveys as needed.
- Lead accident investigations, including the review of all accident and incident data.
- Direct the implementation and communication of appropriate findings and actions.
- Review, revise, and help create corporate safety programs.
- Conduct program assessments to identify departmental deficiencies.
- Offered staff coaching on observed at-risk work habits to minimize accidents and increase workplace safety.

- Analyzed onsite incidents and instituted precautionary measures to reduce risk and severity of workplace injuries.
- Recognized, documented, and advised on removal of hazards.
- Reviewed company processes and suggested methods that would improve overall safety for all employees.
- Monitored safety practices of new and existing employees.
- Completed workplace safety and hazard inspections.
- Participated in safety meetings and assisted by answering questions from staff members.
- Led employee training on safe usage of equipment.
- Instructed employees on OSHA standards.
- Trained company employees in safety procedures and provided in-depth documentation for review.
- Mentored and managed team of safety specialists and enforced safety protocols among associates.
- Kept main work areas free of debris and obstacles that could cause falls and mishaps.
- Inspected work practices and procedures for compliance with company and federal regulations.
- Scrutinized construction activities for personnel safety and regulatory compliance.
- Implemented safety audits and [waste walks] to improve safe operations regarding environmental hazards and risks.
- Reduced safety incidents by 25% by training and teaching risk management techniques, hazard identification, quality checks and documentation.
- Served as the primary backup to the officer in charge with various responsibilities related to compliance, operations management, and staff supervision.
- Inspected worksites, practices, and gear for compliance with established safety standards.
- Inspected facilities for adherence to fire, hazard, and safety guidelines.
- Gathered information, prepared reports, and drafted correspondence related to cases.
- Conducted safety audits and investigated plant quality issues.

Human Resources Supervisor and Safety Supervisor

DG Foods LLC - Bastrop, LA

October 2020 to December 2021

- Implement an Attendance program.
- Supervise 4 Hourly And 2 salary direct reports
- Oversee the Disciplinary actions hourly and salary.
- Designs and administers human resources policies and procedures.
- Collects and analyzes HR data related to compensation, benefits, training, recruitment, etc.
- To determine improvements and report to management.
- Processes paperwork for the functional area according to established procedures.
- Prepares internal employee communications regarding compensation, benefits, or company policies.
- Acts as liaison between employee 300 employees and 15 management to answer questions or concerns regarding company policies, practices, and regulations.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.
- This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Implements new hire orientation and employee recognition programs.
- Productivity, recognition, and morale; occupational health and safety; and training and development.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.

- Maintains compliance with federal, state, and local employment laws and regulations.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs surveys with employees
- Evaluate subordinates' performance and production management
- Maintained company compliance with local, state, and federal laws, in addition to established organizational standards.
- Oversee training is updated and e-verified is done by employees.
- Streamlined HR efficiencies, coordinated new hire orientations, and provided onboarding and training for new employees.
- Facilitated onboarding sessions and on-the-job training for new hires, bolstering employee job position knowledge and skillset.
- Addressed employee conflicts with appropriate urgency, following all corporate procedures.
- Manage hiring, staffing, and labor law compliance.
- Coordinated ongoing technical training and personal development classes for staff members.
- Coordinate with production management team for staffing issues
- Reduced workers' compensation claims by instituting corporate safety training program.
- Streamlined HR efficiencies, coordinated new hire orientations, and provided onboarding and training for 75 new employees

Operations Warehouse Supervisor

Americold - Delhi, CA

January 2019 to June 2020

- Supervise and coordinate the most efficient unloading of inbound shipments, orderly stacking of product, and the picking and staging of outbound shipments in accordance with the highest possible levels of quality.
- Ensure inbound and outbound shipments are accurate and free of damage.
- Responsible for the cross communication between shifts.
- Ensure the efficient and safe operation of all materials handling equipment.
- Maintain a clean; neat, and orderly work area; ensure all security policies and procedures are followed.
- Ensure Associates follow all safety policies and procedures Thoroughly investigate and report all safety accidents and violations in a timely manner.
- Conduct operations in accordance with OSHA and MSDS Standards.
- Ensure proper food safety practices are maintained.
- Direct the operations of the assigned work team to achieve prescribed objectives.
- Conduct shift meetings.
- Follow all policies and procedures.
- Plan work schedules and assign duties to maintain adequate staff for effective performance of activities and response to fluctuating workloads.
- Prepare and maintain work records and reports of information such as employee time and wages, daily receipts, or inspection results.
- Collaborate with workers and managers to solve work-related problems.
- Evaluate employee performance and prepare performance appraisals.
- Conduct staff meetings to relay general information or to address specific topics, such as safety.
- Counsel employees in work-related activities, personal growth, or career development.
- Recommend or initiate personnel actions, such as promotions, transfers, or disciplinary measures.
- Assess training needs of staff and arrange for or provide appropriate instruction.

- Resolve personnel problems, complaints, or formal grievances when possible, or refer them to higher-level supervisors for resolution.
- Other duties as requested.
- Controlled costs and optimized spending via restructuring of budgets for labor, capital assets, inventory purchasing and technology upgrades.

Plant Supervisor

Foster Farms - Farmerville, LA

March 2017 to December 2019

- 71241.
- Organized and develop new department from transformation of cone line to automatic deboning machines in breast debone department and thigh debone.
- Creating new kpis for departments.
- Managed timecards and vacations.
- Training employees.
- Safety and productions meetings.
- Ensure employee follow safety guidelines.
- Ensure positive employee relations through training, coaching, discipline, etc.
- Ensure product quality.
- Ensure machines adjustments and equipment repairs are performed.
- Maintain time and production records.
- Accident investigation of work-related injuries.
- Coordinate pack out shipping department.
- Shipments scheduling planning and product.
- Loading trucks and schedules.
- Implemented organizational systems to maximize plant efficiency.
- Supervised day-to-day functions of plant.
- Coached employees on company standards and efficiency.
- Directed day-to-day operations focused on attainment of key business metrics, continuous improvement initiatives and 5-member management team with related direct reports.

Production Superintendent

JBS/PILGRIMS -NACOGDOCHES TEXAS - Nacogdoches, TX

December 2015 to March 2017

- Supervise 175 team members and 8 leads.
- 4 departments and 5 supervisors.
- Make sure order is meet and train/discipline team members and supervisors.
- Coordinate with QA and USDA on quality, housekeeping.
- Cost and line efficiency.
- Create work orders for any machine issues.
- Coordinate with shipping and other departments to make sure orders filled.
- Maintain &Inspect department.
- Planned and organized production schedules and assessed project and resource requirements.
- Directed manufacturing process and procedures to achieve goal of first run capability.
- Determined suitable crew requirements, scheduled employees and worked with Human Resources to meet changing production schedules.
- Reduced expenses and increased productivity across product lines by performing cost analysis
- Standardized production procedures, job roles and quality assurance guidelines.

- Applied lean practices to balance workflow and eliminate unnecessary steps.

Senior Production Supervisor

JBS pilgrims - Nacogdoches, TX

December 2014 to December 2015

- Production supervisor over two departments re-hang and cut up supervise 2 foreman and 63 employees.
- Responsible for inventory of product, disciplinary actions training, and new hire interview and approval of vacation and timecards.
- Create SSOP and SOP plans and creative actions, action plans quality control
- Monitor team members for compliance with PPE and GMP and safety policies
- Coordinate with another supervisor in different departments
- Step in as inter superintendent when one was absent.
- Maintain that departments followed KPI's and run time
- Record any downtime and send out recap reports to upper management and other departments heads.
- Motivate team members and encourage them and let them know why their job there doing is so important.
- Supervise Box room and Order supplies
- Assessed manufacturing processes and recommended improvements to increase productivity

Production Supervisor

JBS pilgrims - Nacogdoches, TX

July 2014 to December 2014

- Over two departments re-hang and cut up supervise 2 foreman and 63 employees.
- Responsible for inventory of product, disciplinary actions training, and new hire interview and approval of vacation and timecards.
- Create SSOP and SOP plans and creative actions, action plans quality control.
- Monitor team members for compliance with PPE and GMP and safety policies.
- Coordinate with other supervisor in different departments.
- Step in as inter superintendent when one was absent.
- Maintain that departments followed KPI's and run time.
- Record any downtime and send out recap reports to upper management and other departments heads.
- Motivate team members and encourage them and let them know why their job there doing is so important.
- Supervise Box room and Order supplies Corporate management training, Trained in all aspects of the company work in every department and every process of the company.
- Learned the functions of the hatchery, live production, feed mill and plant process.
- Work on project to improved departments issues and the end results of the plant and present them at corporate office to CEO and Vice president of company.
- Rotate and supervise in all departments threw out the plant.
- Continues improvement in plants that have struggling departments and in their operations.
- (Employee retention, yields, waste management, lean, kpi's). ti

Quality Assurance Tech Specialist

JBS Pilgrims Nacogdoches Texas - Nacogdoches, TX

August 2012 to July 2014

- Quality assurance tech-pilgrim's pride Reading specifications of the customers inspect all product labels and equipment and product.
- Check weight to make sure they are correct.

- And inspect work area look for condensation in work area training employees what to look for and how the product should look and what it is to be like toward the.
- Specifications follow good GMP, and safety rules work with USDA and do the paperwork I will be put in charge of the most.
- Used critical thinking to break down problems, evaluate solutions and make decisions
- Analyzed test data to determine performance and reliability of materials
- Achieved quality assurance operational objectives by preparing and implementing production, productivity and customer-service standards.
- Helped uncover and fix production problems in order to reduce overall defect rates.
- Evaluated samples against standards by completing measurements, visual inspections and other established tests.
- Developed quality assurance plans by conducting hazard analyses, identifying critical control points and establishing critical limits.

ACCOUNT MANAGER/Human Resources Coordinator

HEALTH CARE SERVICE GROUP - Nacogdoches, TX

January 2011 to January 2012

- HOUSEKEEPING. LAUNDRY, DIETARY, Maintenance, Site Human resources.
- Ensures the smooth and efficient running of the housekeeping department, laundry, maintenance, dietary ensuring that all the policies and procedures are strictly adhered to.
- Conducts regular communications meetings, ensuring that departmental briefings and meetings are effectively carried out in the absence of the housekeeping Manager.
- Prepares monthly activity reports/monthly projects.
- Coordinates and maintains equipment maintenance reports and records.
- Ensures that Housekeeping operates with the lowest possible cost structure while also delivering on the brand promise to the residents, proactively managing costs based on key performance indicators.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Maintains compliance with federal, state, and local employment laws and regulations.
- Performs routine tasks required to administer and execute human resource programs including but not limited to disciplinary matters; disputes and investigations; performance and talent management;.
- Expanded sales by [Number]% by facilitating client satisfaction and renewing customer relations
- Oversaw new business development and customer servicing

Quality Assurance Specialist/Quality Assurance Supervisor

Tyson Foods Center - Center, TX

January 2010 to January 2011

- Labor that worked on the thigh line grader.
- GPM knew I was a QA before and ask me can I assist with a production issues with loss of product on the floor.
- Trained with QA Manager and USDA for a program I started floor salvage crew.
- I trained and hired 8 team members for the task of salvaging product from floor.
- Became QA Supervisor 1.
- Supervise Parts wash for recondition Chlorine test of water.
- Inspection of product after reconditioning.
- Report of how many pounds in shift and day of salvage and condemned product.
- Audits.

- Manage the facility's adherence to HACCP, SSOP, SOP.
- Coordinate and supervise pre-operation sanitation.
- Examine and verify cleanliness and sanitation of equipment and facilities.
- Resolve problems and issues with food safety, product quality, and employee issues as they arise.
- Coordinate the efforts of other facility departments to optimize the company performance by meeting the company's guidelines and management expectations.
- Recommend corrective action necessary to ensure the quality of specification and standards.
- Completed deviation forms and recorded findings of the inspection process, collaborating with quality team members and department managers to implement procedural remedies
- Educated employees on specific QA standards and confirmed maintenance of standards.
- Served as information systems liaison with vendors, information services and end-users to make recommendations for optimization of systems.
- Kept inspection journals and daily summary logs as required.
- Inspected, verified and documented quantifiable characteristics of finished goods by comparing against customer specifications and company quality standards.

SPECIAL PROJECT CORDINATOR/Foreperson

STEPHEN F. AUSTIN STATE UNIVERSITY - Nacogdoches, TX

January 2005 to January 2010

- I supervise part-time and full-time employees, schedule work areas that need to be clean, and projects inside
- I supervise to maintenance and cleaning and any special projects from ordering beds and furniture of 5 buildings.
- Improve the existing processes to be more efficient and effective. .
- New and old inventory control.
- Develop and implement a strategic plan for existing and new students.
- Inspection of cleanliness and maintenance of the building.
- Documentation Control.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution
- Developed and maintained courteous and effective working relationships
- Managed team of 8 employees, overseeing hiring, training, and professional growth of employees
- Monitored company inventory to keep stock levels and databases updated

Education

Bachelors in Business Management and Humans Resources Management

University of Louisiana At Monroe - Monroe, LA

May 2022

Associated Degree in applied science Business Technology

Louisiana Delta Community College - Monroe, LA

December 2020

Associate degree

ANGELINA COLLEGE - Lufkin, TX

Skills

- Schematic Design
- Employee training
- Training and mentoring
- Bloodborne pathogen analysis
- Risk management
- Records/files maintenance
- Team Building
- Preventive measures
- Program activities
- Understanding of human resources
- Supervisory experience
- Recruitment / Human Resources
- Understanding of safety procedures
- Supervisory training
- Health and safety compliance
- Safety procedures and regulations
- Safety policies and procedures
- Human resources knowledge
- HRIS
- Microsoft Excel
- English
- Microsoft Word
- Customer service
- ADP
- Microsoft Access
- Payroll
- Conflict management
- ATS
- Workday
- Leadership
- Customer relationship management
- Microsoft Outlook
- Presentation skills
- Telecommunication
- Search engines

Certifications and Licenses

Certified Phlebotomy Technician

HACCP Certification

Food Safety Certification

Forklift Certification