

Gwynevere Buttrey

Production Clerk

Profile

Detail-oriented Production Clerk with 1 year of experience in managing and maintaining production schedules, coordinating manufacturing processes, and ensuring timely delivery of products. Adept at optimizing workflow efficiency, tracking inventory, and maintaining accurate records. Demonstrated ability to work collaboratively in fast-paced environments while maintaining strong attention to detail and quality. Committed to fostering a positive work environment and contributing to team success.

Employment History

Production Clerk at General Dynamics Mission Systems, MD

May 2023 - Present

- Successfully managed the production schedule for 120 projects, resulting in a 98% on-time delivery rate and contributing to a 15% increase in overall customer satisfaction.
- Streamlined inventory control processes, reducing discrepancies by 25% and saving the company \$50,000 in annual operating costs.
- Implemented a new tracking system for work orders, leading to a 20% reduction in production lead times and increasing overall productivity by 12%.
- Coordinated with cross-functional teams to identify and resolve 50+ production bottlenecks, improving workflow efficiency by 18% and reducing labor costs by 10%.

Assistant Production Clerk at Lockheed Martin, MD

Jul 2022 - Apr 2023

- Successfully managed the production schedule for 10 major projects, ensuring a 95% on-time delivery rate and contributing to a 20% increase in overall efficiency.
- Streamlined the procurement process by implementing a new inventory management system, resulting in a 30% reduction in lead times and a 15% decrease in material costs.
- Coordinated with cross-functional teams to optimize production workflows, leading to a 25% increase in output and a 10% reduction in labor costs.
- Identified and resolved over 50 discrepancies in production data, improving data accuracy by 90% and enabling more informed decision-making for management.

Certificates

Certified Production and Inventory Management (CPIM)

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📍 1234 Main Street, Baltimore, MD 21201

Education

Associate of Applied Science in Production Management at Carroll Community College, Westminster, MD

Aug 2018 - May 2022

Relevant Coursework: Operations Management, Lean Manufacturing, Supply Chain Management, Quality Control, Production Planning, Inventory Management, and Industrial Safety.

Links

[linkedin.com/in/gwyneverebuttrey](https://www.linkedin.com/in/gwyneverebuttrey)

Skills

Inventory management

Quality control

Scheduling coordination

Data entry

Microsoft Excel

ERP software (e.g., SAP)

Communication

Languages

English

Indonesian