

DONALD E. PORTER, JR.

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OBJECTIVE

A Dependable and Resourceful Production Supervisor with over 15 years experience, seeking a challenging career opportunity in either a Production or Warehouse/Distribution environment where knowledge of manufacturing practices/inventory controls and a team orientation are needed

WORK EXPERIENCE

INOVA Diagnostics, San Diego, CA Filling/Packaging Supervisor 11/2006-2/2010

Responsibilities included the following:

- Supervise/Coach/Direct all activities for 12-15 direct reports in the filling and packaging of various types of vials and bottles with fluids used to diagnose autoimmune diseases (2 Departments, Filling/Packaging)
- Write/Redline (SOP's) Standard Operating Procedures with ISO compliance in mind
- Investigate/Write Material Non-Conformance Reports
- Set-up/Coordinate the validation process for all filling/packaging equipment when necessary; which includes the writing of Standard Operating Procedures (SOP's), Design Qualifications (DQ's) etc.
- Encourage/ Implement process improvements
- Monitor the setting and scheduling of productivity schedules to ensure below safety stock and/or backorders are being met along with normal production and monitor productivity schedules to meet desired inventory levels
- Cultivate an environment of teamwork
- Write and give progress reports as well as annual reviews

Major Achievements:

- Successfully supervised both the Filling and Packaging Department with existing products and was instrumental in the set-up and launch of a new fill lines
 - 1) Successfully moved 15-20 different product lines over to the new fill line (ROTA Filler) within the target date
 - 2) Successfully coordinated the validation/integration of a new fill pump system into an existing fill line. This included the writing of SOP's, DQ's as well as performing preliminary testing and the writing of a supplement to the validation
 - 3) Fill/Package over 1.6 million vials/bottles at a 92% efficiency rating for the past 3 years

MTI, Irvine, CA

Production Supervisor

9/2004-6/2005

Responsibilities included the following:

- Supervise/ Coach/ Direct all activities for 15-25 direct reports in the JIT/ lean methods of manufacturing Coil Catheters
- Write/Redline (SOP's) Standard Operating Procedures with ISO compliance in mind
- Set and maintain Kan Ban levels

- Encourage/ Implement process improvements
- Set and monitor productivity schedules to meet desired inventory levels
- Cultivate an environment of teamwork
- Write and give progress reports as well as annual reviews

Major Achievements:

- Successfully supervised the existing products and launched two new lines on the 2nd shift
 - 4) STD Coils: 300 to 400 Coils/ Assemblies daily (8hr shift)
 - 5) Tension Safe: 35 Coils to 170 daily (new product for 2nd shift)
 - 6) Nexus: Engineering Stage (new product)

Guidant, Temecula, CA

Production Supervisor

9/2001-8/2004

Responsibilities included the following:

- Supervise/ Monitor all manufacturing and quality activities for 70 to 80 direct reports (35 to 40 on each assembly line) in the assembly of several types of catheters
- Coach and direct compliance with JIT/ lean methods of manufacturing
- Encourage process improvements
- Track inventory levels to ensure customer satisfaction
- Write annual reviews as well as the writing/redlining of (SOP's) Operating Procedures

Major Achievements:

- Successfully supervised five different product lines from low productivity to peak productivity
 - 1) Frontier
 - 2) Tri-Star
 - 3) Highsail
 - 4) Chassis I
 - 5) RX Voyager: 100 catheters to 450 daily (new product line-12hr shift-had line in target to hit a daily goal of 600)

DJ Orthopedics, Vista, CA

Production Supervisor

2/1983-7/2001

Responsibilities included the following:

- Supervise all activities of up to 55 direct reports in the mechanical assembly, sewing, cold therapy, die cutting, warehouse, electronics and general assembly areas
- Assure S.O.P., ISO 9001 and GMP standards are properly written
- Implement, support, coach and enforce compliance with lean manufacturing techniques
- Encourage continuous departmental process improvements
- Nurture and encourage team cohesiveness
- Monitor productivity and quality; track and expedite priority shipments

Major Achievements:

- Devised and implemented production processes for the Custom Brace
- Instrumental in the implementation of the Cold Therapy Unit from concept to production
Reduced backorders
- Successfully integrated an acquired company which included the transfer of product, processes, and employees
- Played vital role in initial set-up of the Mexico Facility; Floor plans, scheduling, training, and product flow/ follow up on changes as well as new production planning and implementation.

TECHNICAL SKILLS

- Writing Procedures/Practices (S.O.P.'s/ M.P.I.'s)
- ISO 9001 standards/ Clean room (CER) experience
- Basic knowledge of Excel, Word, and inventory spreadsheets
- Kronos and other time keeper programs
- Product Flow (JIT/ Lean/5-S/One piece flow/ Kaizen/ Kan Ban tools-methods)

- Run/Repair Sewing equipment, Auto/Manual Riveting machines, and basic electronics
- Outlook/Lotus communication tools
- Run Heat Shrinking/ Laser/ Welding/ Soldering/ Molding equipment, read/ use Micrometers/ Gauges/ other various types of measuring tools
- Janitorial/Security experience
- Drive Forklifts (no formal training)/ operate pallet jacks etc.

CERTIFICATIONS

- Circle of Champions (Nominated by Highsail Line), VI Awards Certificate, 2004
- The OZ Principle, VI Seminar, 2004/ 2005 at MTI & Guidant
- The Empowering Leader, VI Seminar, 2003
- Introduction to Excel, 2001
- Lean Manufacturing Essentials, TurnKey Seminar, 2000
- Guide to Supervising Employees, AMA, 1998
- Action Management, SDSU Extended Studies, 1996
- Business Grammar and Usage for Professionals, 1993

EDUCATION

Vista High	General Education	1974-1977	Graduated	2.5 GPA
Palomar JC	Drafting/Math	1977 (1 Sem.)	6 credits	2.5 GPA
Hyles Anderson	Theology/General Ed.	1980-1982	24 credits	2.75 GPA
Palomar JC	English	2008 (1 Class)	3 credits	2.75 GPA
UCSD Extension	Writing Lab	2009 (1 Class)	3 credits	3.85 GPA