

AUSTIN COOK

CONTACT



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Lafayette, IN 47905

SKILLS

- Machining
- Warehouse Experience
- Forklift
- Customer Service
- Training and mentoring
- Production Management
- Project Management
- Materials Management

PROFESSIONAL SUMMARY

Dynamic Production Supervisor with a proven track record at Bone Dry Roofing, excelling in customer service and production management. Spearheaded a team, enhancing productivity through effective training and ensuring customer satisfaction. Skilled in machining and fostering a collaborative environment, consistently delivering projects on time and done precisely.

EXPERIENCE

September 2022 - Present

Production Supervisor

Bone Dry Roofing, Lafayette, IN

- Supervised a team of 5+ workers in the production process by providing guidance and feedback.
- Managed time, manpower and cost records to support production results.
- Communicated clearly with costumers to ensure they were routinely updated throughout the roofing process.

April 2022 - September 2022

Bartender/Server

HUNTERS PUB, West Lafayette

- Efficiently managed multiple tasks simultaneously while maintaining a professional demeanor.
- Greeted patrons promptly and cordially, exhibiting excellent guest service skills.
- Maintained an organized and clean work environment, ensuring all customer areas were properly stocked with supplies.
- Utilized problem solving skills to resolve customer complaints in a courteous manner.

January 2020 - April 2022

Delivery Driver Manager

Ricepo LLC, West Lafayette

- Managed delivery operations of up to 10 drivers daily, ensuring timely and accurate deliveries.
- Conducted monthly meetings with delivery staff covering topics such as customer service expectations, safety protocols or changes in policy.

January 2018 - January 2020

Machine Operator

Caterpillar, Lafayette

- Operated production machinery in a safe and efficient manner, while adhering to all safety protocols.
- Followed detailed instructions from work orders to complete assigned tasks correctly.
- Cleaned equipment and work area before, during, and after shift to promote sanitation.

January 2017 - January 2018

Safety Coordinator

SUBARU OF INDIANA AUTOMOTIVE, Lafayette

- Maintained accurate records of all safety-related activities, such as training logs, incident reports.
- Assisted in the investigation of incidents to determine root causes and develop effective countermeasures to prevent recurrence.
- Investigated accidents to determine fault and recommend corrective actions accordingly.

EDUCATION

Expected graduation December 2027

Bachelor of Science (B.S.) in Business Administration Candidate

Purdue Global

January 2005

High school diploma in US

Jefferson High School, IN

CERTIFICATIONS

- Certified Forklift Operator
- Level 1 Crane Rigging Certificate