

Mark Hoff

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Dear Prospective Employer:

In response to your posting, I am enclosing my resume for your review. Given my proven record of work performance and experience in operations management and lean manufacturing, I would like to be considered for the position.

I pride myself on being a results oriented, hands-on individual with progressive management experience. My management style strongly emphasizes teamwork and the principles of lean manufacturing. An evaluation of my resume will further acquaint you with my background and qualifications for this position.

My Qualifications

Ten plus years of progressive lean manufacturing management experience and growth.

Kaizen experience and Demonstrated leadership capability in driving operations excellence and meeting goals and objectives through teamwork, lean manufacturing, and a quality focus with quantifiable results achieved.

In review of my resume, you will note my growth and experience. What it cannot illustrate, however, is the degree of dedication, resourcefulness, and professionalism that I can offer. A personal conversation will enable us to discuss how I can contribute to the success of your company. I look forward to pursuing this relationship with you in the near future.

Sincerely,

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Lean Management

A results oriented, hands-on individual with more than ten years of progressive Lean Manufacturing Management experience. Management style strongly emphasizes teamwork, creativity, and empowering people. Experienced in:

- Lean Manufacturing Implementations
- Cellular Manufacturing Implementations
- Continuous Improvement Processes
- Supplier and Customer Kanban Systems
- Kaizen Events
- 5-S Implementation
- Team Building
- Mentoring / Coaching

Professional Experience

Lean Consultant (2009–Present)

Provide management and consulting services to clients in the areas of: lean manufacturing, lean training, project and program management, kaizen, performance metrics, plant layouts, supplier relationships for the following top Minnesota companies: **Cannon Equipment, Columbia Gear, Accellent, Land O' Lakes, Department of Transportation.**

Lean Leader Hoffman Enclosures (2007-2009)

Held increasingly responsible positions as a result of demonstrating a solid track record for managing multiple functional areas and delivering results for the company through the manufacturing facilities.

Implemented lean manufacturing, Toyota Production System, throughout a \$25 million production plant. Transformed the production methodology from a push system to a pull system utilizing cellular manufacturing and implemented Kanban inventory systems with suppliers and customers resulting in: Streamlined inventories by 50% and increased inventory turnover by 40%. --Improved customer delivery performance from 78% to 96% while reducing lead times by 80%. --Reduced scrap and waste by 26% through a 5-step problem solving process focused on the key variables identified by a Pareto analysis of root causes. --Accelerated plant responsiveness by reducing complex setups by 74% through value stream mapping. --Leveraged existing plant floor space and equipment through Lean initiatives allowing the reclaiming 26% of floor space for new production cells. --Cultivated and championed a continuous improvement team environment throughout the entire hourly workforce in 2 separate plants.

Lean Promotion Office – Andersen Corporation (1999-2007)

Improved efficiencies through the implementation of standardized work, Visual Management and beginning stages of a Lean Management System including hourly production charts and Safety, Quality, Delivery and Cost metrics. Implementation and management of Accountability Boards and Gemba walk structure. Assisted in the creation of the Andersen Production System Manual for all employees throughout the company. Implemented and managed Supermarket containing purchased parts as well as WIP markets from internal suppliers as well as many other lean kaizen activities.

Professional Achievements

Over 100 Kaizen Events attended or facilitated.

Assisted Rick Harris in Creating Continuous Flow Classes (6 days)

Contributing author, *Andersen Production System*.

Speaker, Land O' Lakes Value Stream Mapping Total Margin Management Kick-off.

Company Wide 5-S Lean Assessment Winner.

Contributing Member of Association for Manufacturing Excellence

Education / Professional Development

University of Kentucky – Lean Systems

Manufactures Alliance - Lean Practitioner Certificate

Assorted Coursework:_Strategic Planning, American Management Association_The Art and Science of Six Sigma_Value Stream Mapping_PFEP_Standardized Work_Lean 101 Simulation(facilitator)_Project Management_Getting the Right Things Done_A3 Training_Strategy Deployment_Creating Continuous Flow_Making Materials Flow