

RESUME SKILLS GUIDE

Lead & Senior Production Roles

Extrusion Lead Operator • Senior Packaging Associate

DRAFT — This guide is based on standard role descriptions and will be updated when job descriptions are received from Genpak. Please review before distributing.

How to use this guide:

Step 1 — Read the skill labels in the left column. Check the box next to every skill that was part of your job at Genpak.

Step 2 — The resume sentence for that skill is right next to it in the same row. Copy the sentences you checked onto your resume.

Step 3 — Use the Additional Duties box at the end of each section to write down anything else you did that isn't listed.

EXTRUSION LEAD OPERATOR / SENIOR PACKAGING ASSOCIATE

MACHINE & LINE EXPERTISE

Skill — check if this was your job	Resume sentence — copy this to your resume
<input type="checkbox"/> Running my line independently	<ul style="list-style-type: none">Operated assigned production equipment independently across 12-hour shifts, requiring minimal supervision to meet quality and output targets.
<input type="checkbox"/> Deep knowledge of my machine or line	<ul style="list-style-type: none">Developed in-depth knowledge of assigned equipment through years of hands-on experience, including common failure points, adjustment ranges, and optimal settings.
<input type="checkbox"/> Diagnosing and fixing line problems	<ul style="list-style-type: none">Identified and resolved production line problems quickly, minimizing downtime and keeping output moving.
<input type="checkbox"/> Changeovers and startups	<ul style="list-style-type: none">Led or performed product changeovers and machine startups efficiently, following procedures and verifying quality before releasing product.
<input type="checkbox"/> Monitoring quality throughout the run	<ul style="list-style-type: none">Checked product quality at regular intervals during the run and made adjustments to prevent defects before they affected finished goods.

ADDITIONAL DUTIES

Did you do anything else on the job that isn't listed above? Write it here.

INFORMAL LEADERSHIP & TRAINING	
Skill — check if this was your job	Resume sentence — copy this to your resume
<input type="checkbox"/> Training newer employees	<ul style="list-style-type: none"> Trained newer workers on equipment operation, quality standards, and safety procedures, drawing on years of firsthand experience.
<input type="checkbox"/> Being the go-to person on the line	<ul style="list-style-type: none"> Served as the first point of contact for questions and problems on the line, helping teammates troubleshoot issues and work through challenges.
<input type="checkbox"/> Covering for the supervisor when needed	<ul style="list-style-type: none"> Stepped into a lead role when the supervisor was unavailable, keeping the team on task and maintaining production standards.
<input type="checkbox"/> Setting the standard for the team	<ul style="list-style-type: none"> Consistently modeled correct technique, safety habits, and quality expectations for other team members on the line.
<input type="checkbox"/> Helping resolve team conflicts	<ul style="list-style-type: none"> Helped address minor conflicts or misunderstandings on the line and escalated more serious issues to supervision appropriately.

ADDITIONAL DUTIES
 Did you do anything else on the job that isn't listed above? Write it here.

QUALITY & COMPLIANCE	
Skill — check if this was your job	Resume sentence — copy this to your resume
<input type="checkbox"/> First-piece and in-process inspection	<ul style="list-style-type: none"> Performed first-piece checks and in-process inspections to verify product met specifications before and during the production run.
<input type="checkbox"/> Catching defects before they become a problem	<ul style="list-style-type: none"> Identified trends in product quality early and adjusted the process or alerted quality staff before a larger defect issue developed.
<input type="checkbox"/> GMP and food safety compliance	<ul style="list-style-type: none"> Followed and enforced Good Manufacturing Practices (GMP) and food safety requirements on the line every shift.
<input type="checkbox"/> Filling out production records accurately	<ul style="list-style-type: none"> Completed shift production logs, quality records, and downtime reports accurately and on time.

ADDITIONAL DUTIES
 Did you do anything else on the job that isn't listed above? Write it here.



RELIABILITY & WORK HABITS	
Skill — check if this was your job	Resume sentence — copy this to your resume
<input type="checkbox"/> Long tenure and institutional knowledge	<ul style="list-style-type: none">• Brought years of experience in plastics manufacturing, including deep familiarity with equipment, processes, and quality standards specific to the facility.
<input type="checkbox"/> Dependable across rotating shifts	<ul style="list-style-type: none">• Maintained reliable attendance and consistent performance across a rotating 12-hour shift schedule over multiple years.
<input type="checkbox"/> Working with maintenance on repairs	<ul style="list-style-type: none">• Communicated equipment issues to maintenance clearly and worked alongside technicians during repairs to help get the line back up quickly.
<input type="checkbox"/> Helping the team hit its targets	<ul style="list-style-type: none">• Took personal ownership of team output and worked proactively to keep pace with production goals throughout the shift.

ADDITIONAL DUTIES
Did you do anything else on the job that isn't listed above? Write it here.

EMPLOYERS HIRING FOR THESE SKILLS

WL Plastics Cedar City — plastics manufacturing	Mauser Packaging Cedar City area — packaging
American Packaging Local — packaging manufacturing	Smithfield Foods Milford — food processing
Charlotte Pipe Local — pipe manufacturing	BZI Steel Fabrication Cedar City — manufacturing