



MICHAEL ANDERSON

HORTICULTURE PRODUCTION COORDINATOR

PROFILE

A detail-oriented horticulture production planner with a robust background in the floral industry. Over 7 years of experience in planning and executing production schedules to meet market demand while maintaining quality standards. Expertise in floral design, supply chain management, and customer relationship management, enabling the delivery of exceptional service and product quality.

EXPERIENCE

HORTICULTURE PRODUCTION COORDINATOR

Blossom & Bloom

2016 - Present

- Coordinated production schedules to align with seasonal floral trends.
- Managed inventory levels to ensure availability of fresh flowers.
- Collaborated with designers to create customized floral arrangements.
- Implemented quality control measures to maintain product standards.
- Utilized software for tracking orders and inventory management.
- Developed relationships with local growers for sourcing materials.

FLORAL PRODUCTION ASSISTANT

Petal Pusher

2014 - 2016

- Assisted in the preparation and arrangement of floral products for events.
- Maintained cleanliness and organization in the production area.
- Supported the tracking of stock levels and reordering supplies.
- Participated in the design and execution of seasonal displays.
- Engaged with customers to understand their floral needs.
- Helped train new staff on production techniques and systems.

CONTACT

- 📞 (555) 234-5678
- ✉️ michael.anderson@email.com
- 📍 San Francisco, CA

SKILLS

- Floral design
- Supply chain management
- Customer service
- Production scheduling
- Quality assurance
- Trend forecasting

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN FLORAL DESIGN, COLORADO STATE UNIVERSITY

ACHIEVEMENTS

- Increased customer satisfaction ratings by 30% through improved production processes.
- Led a project that reduced waste by 20% in floral production.
- Received employee of the month award for exceptional performance in 2021.