



Improving **Lives** Through Employment

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PROFESSIONAL SUMMARY

Operations Management Level Employee, experienced background includes successful roles as a team lead, project manager, a corporate job cost supervisor and financial analyst, and an operations supervisor. A results-oriented leader, with Lean & Quality experience, that thrives in challenging, competitive environments, and who meets or exceeds established goals.

Key Skills

Interpersonal Skills (Teamwork, Consensus Building, Motivation, Negotiation, Influencing)
Technical Aptitude/Financial Aptitude (Engineering, Production, Finance, Accounting, P&Ls)
Strong Computer Skills (Microsoft Word, Excel, PowerPoint)
Multi Office & Global Locations/Time zone experience

PROFESSIONAL EXPERIENCE

2013 - 2018

Business Project Manager

Scheduling all business resources to ensure proper team member time is allocated to project work.
Project planning with vendor and IT PMs to ensure necessary business resources are allocated.
Accountability to ensure business team members deliver to plan, and account for deviation if any.
Provide status to senior executives and project sponsor, on progress of business deliverables.
Align with Business Test Manager on overall test strategy, and to coordinate UAT.

Third Party Logistics Vendor Management

Responsible for vendor management, rate negotiations, issue escalation/resolution with 3rd party courier & logistics providers.

Physical Inventory Auditor

Conduct on-site audits of physical inventory activities at lumber yards or warehouses, report audit results to Senior Management.

Process Improvement Facilitator

Focus on driving out waste and improving accounting team activities, processes, and functions.
Reduced monthly P&L distribution from 52 paper copies to 3 hard copies, all others digital
Daily purchase variance/claim report distribution reduced from 3 hours to 30 minutes

Team Lead

Comprised of 6 members
Receiving, logging and distributing invoices from outside suppliers.
Creating internal & external documents based on information received.
Maintaining and releasing official export packets on shipments with wire transfer payment terms.

Supplier Relationship Specialist

Primary point of contact for top level suppliers to resolve logistical issues.
Handle all logistical facets regarding shipments from largest outside supplier.

2007 - 2013

Job Process Supervisor & Financial Analyst

Oversee seven-person cost analysis & billing group for \$40MM, multi branch Service Company.
Handle all Inter-Company invoicing (AP&AR) with parent company and sister companies.
Month end closing responsibilities; GL entries; and ad hoc reporting for Senior Management.
Microsoft Dynamics GP and Axapta ERP Power user, rights & access.

Operations Supervisor

Daily on/off site scheduling and supervision of 30 technician NDT staff and related resources.
Primary contact for all customer interaction related to service needs and contract/PO review.
Implemented internal processes to improve profitability, increasing operation's sales.
Maintain personnel certifications and procedures in compliance with Quality Manual.

Corporate Data/Job Analyst

Analyze company projects for cost related discrepancies/variances and report/act accordingly.
Support Senior Management with informational requests, reports and various ad hoc assignments.

2006 - 2007

International Logistics Coordinator

Coordinate transportation of freight via import and export channels from origin to destination.
Work with internal warehouse and Inventory Management Systems to coordinate order fulfillment process.

EDUCATION

Master of Business Administration – General Management

B.A. - International Business and World Trade