

SAYLI M. KHADILKAR

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SUMMARY

Results-oriented Project Management Professional with experience in manufacturing industry. Expertise in planning and execution of complex development projects in a timely manner. Strengths include ownership and commitment to working with customers and suppliers in an industry leading company with multicultural environment. Strong team player with outstanding work ethic and multilingual communication skills.

- Project Management
- Leadership
- Toyota Manufacturing practices
- Supplier connectivity
- Customer Relationship
- Lean/Kaizen Process Improvement

PROFESSIONAL EXPERIENCE

TOYOTA BOSHOKU, Princeton, IN

Project Management Coordinator (2012-2014)

Managed projects for Toyota Sienna and Camry interior frame, seat and door assembly for a plant manufacturing 1000 parts per day

- Developed master schedule for new product launch highlighting action items and critical paths. Created visual controls based on 4M principles (man, machine, method & material).
- Created detailed pilot test schedules for assembly and component plants. Developed Gantt and work flows for each sub assembly and final assembly.
- Managed pilot test execution with suppliers, production control, operations and quality departments.
- Managed engineering changes between design and manufacturing by utilizing matrix resources and negotiating requirements with the customer to achieve on time implementation of key milestones
- Tracked and managed project activities for compliance through weekly open issues and schedule tracking meetings to drive conformity to project scope and customer deadlines

Project Management Specialist (2011-2012)

- Led implementation of engineering changes for major product launch by close coordination with design, manufacturing and supplier to drive on time implementation
- Arranged value engineering sessions between design and manufacturing for new and existing parts to drive cost and efficiency improvements
- Managed supply chain activities to ensure TBA assembly facilities had proper levels of parts and raw goods to meet customer deliverables.

Assembly & Component Plant Translator / Interpreter (2008-2011)

- Interpreted between Japanese leadership and local workforce for assembly and component plant on projects including technical aspects, kaizen activities and training on urethane/stamping operations
- Translated technical documents pertaining to auto interior design and manufacturing, employee handbook and quality documents
- Supporting Japanese coordinators with relocation needs including housing and medical

Production Control Translator/Interpreter**(2002-2005)**

- Interpreted for board meetings, production and production control departments as well as other auxiliary areas such as quality, purchasing and sales to ensure smooth communication between Japanese senior management and local operating teams
- Interpreted during Toyota Production System (TPS) training at TISA
- Taught written and spoken Japanese to American employees to train them to communicate with Japanese members and prepared course materials for American employees traveling to Japan

Satyam Computers, Pune, India**Technical Translator****(Apr. 99-Aug. 99)**

- Translated insurance manuals from Japanese to English for Japanese National Insurance company (NIA) as a part of their contract with Satyam Computers
- Led a team of translators for user manual translation of insurance related software developed by Satyam Computers (for NIA) from English to Japanese

Thermax Fuji Electric JV, Pune India**Technical Translator/Interpreter****(Mar. 98-Mar. 99)**

- Interpreted meetings for export projects related to process control software design for Fuji Electric, Japan (Project: Higashi Murayama station at Tokyo city water treatment plant)
- Translated product specification and interpreted for customer interactions pertaining to software specification and hardware interface documents from Japanese to English
- Translated Fuji's design manuals and technical documents for the Thermax-Fuji JV engineers

University of Pune, India**Japanese Language Instructor****(Oct. 97-Apr. 98)**

- Instructed intermediate level (Advanced Diploma Course equivalent to 300-400 level) Japanese language and grammar to a class of 30 students at the Department of Foreign Languages
- Administered and evaluated written and oral proficiency tests to meet the standards of Japan Foundation (Level 2 Proficiency Test)

EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor of Arts: English - University of Pune, Pune, India

Japanese Language Proficiency Certificate Level 1-3

Japan Foundation, Tokyo, Japan

Advanced Japanese Studies

Kyoto University, Japan

Education Ministry of Japan (Mombushu) Fellowship

Certificate, Diploma and Adv. Diploma in Japanese Language

University of Pune, India

Post advanced diploma in Russian Language