

# Clifton Neal Morris

## Professional

## Operations Management

cliff.morris@gmail.com

806-220-1117 □ Amarillo, TX 79124

Analytical and performance-driven professional with more than 10 years' experience supervising and managing operations, streamlining workflow, supporting team members, and delivering project within timeline and budget. Knowledgeable and experienced in using a variety of tools from basic hand tools to power tools such as saws, sanders, and routers to complex measuring tools and gauges that are required for critical operations. Adept at training, scheduling, and supervising various employees in high paced and high risk workplaces. Highly skilled in using Six Sigma, including yellow, green, and black belt. Committed to superior service through positive attitude and leadership in fast-paced, time-sensitive environments. Demonstrate excellent relationship building, collaboration, and communication skills across all business levels. **Areas of**

### **Expertise include:**

- |                          |                        |                        |
|--------------------------|------------------------|------------------------|
| ■ Planning & Management  | ■ Quality Assurance    | ■ Program Management   |
| ■ Operational Excellence | ■ Staff Supervision    | ■ Business Accounting  |
| ■ Record Maintenance     | ■ Troubleshooting      | ■ Process Optimization |
| ■ Procurement            | ■ Training & Mentoring | ■ Problem-solving      |

## Professional Experience

**Consolidated Nuclear Security (Pantex)** □ Amarillo, TX □ March 2014 – Present

### **PRODUCTION TECHNICIAN**

Follow complex instruction and guidelines while performing and completing all assigned operations within specified timeline. Collate all data related to completed work and record in systems to keep database up-to-date. Liaise with VIPs, engineers, and scientists from various departments and labs to discuss procedures and demonstrate all production operations. Measure and reduce the resistance using electrical testers such as milliohm meters.

### **Key Accomplishments:**

- Augmented routine operations by coordinating and functioning closely with procedure and tooling engineers.
- Adhered to defined procedures and followed strict guidelines related to PPE, facility operation requirements, and multiple safety protocols under supervision of multiple government and intracompany departments.
- Leveraged key technical skills while using torque wrenches, calipers, and micrometers to measure shims that built by gaging tolerances on components, mixing and use of epoxies and sylastics.
- Successfully completed first project before the deadline and within budget and finished second project in less than a year that normally takes 1 to 2 years just to get started.

## **Discount Tire Company** □ Amarillo, TX □ March 2009 – March 2014

### **ASSISTANT MANAGER**

Delivered active support to the manager with planning and managing day-to-day operations. Delegated work responsibilities to staff members as per daily projected demand. Maintained appropriate record and documentation of the inventory to avoid inconsistencies as well as coordinated with sales counter to ensure seamless workflow. Utilized PeopleSoft for employees training and coaching as well as analyzed and assessed other managers' performance as per responsibilities. Implemented Six Sigma roles that contributed in enhancing workflow.

#### **Key Accomplishments:**

- Adopted best practices and procedures to ensure timely resolution of dispute between employee and customer.
- Planned and implemented SOPs, working policies, and systems that aided in enhancing operations efficiency.
- Successfully retained 95% Customer Delight Index and increased monthly sales by 10%-20% from previous year.
- Implemented a 5S management system to enhance improve operational efficiency and ensure seamless work.

## **Canyon Tire and Auto** □ Canyon, TX □ February 2008 - March 2009

### **MANAGER**

Planned and executed policies, procedures, and practices to improve efficiency, which increased customer service level. Collected and documented all work activities and presented invoice to customer. Supervised and managed inventory level and ordered product and supplies as per requirements.

#### **Key Accomplishments:**

- Conducted training and development sessions for employees to improve performance.

---

## **Education & Professional Courses**

### **Bachelor of Business Administration**

West Texas A&M University, Canyon, TX

**Course Completed:** 15 Hours of Computer Information Systems

## **Certifications:**

Management and Strategy Institute

-Lean Six Sigma White Belt Certified(LSSWB)

-5S Concept Certified(5SC)

-Project Management Essentials Certified(PMEC)

## **Technical Proficiencies**

---

Google Office Suite Software | Windows Office Programs | Basic Programming Knowledge in C++ and Visual Basic