

David Keach

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SUMMARY OF QUALIFICATIONS

- **Employee Relations:** Knowledge of personnel recruitment, selection, training, compensation, benefits, labor relations, labor negotiation, and global practices.
 - **Administrative and Managerial Skills:** Strategic planning, resource allocation, human resource modeling, leadership techniques, production methods, coordination of people.
 - **Technologically Proficient:** Adept in Microsoft Word, Excel, PowerPoint, and Access. Experience using ERP and SAP software. Comprehension of database systems.
 - **Performance Management:** Trained in a variety of performance management systems with the ability to choose and execute the best program for the custom needs of a firm.
 - **Supply Chain Management:** Able to survey both an overview, as well as each interworking component, of a production process and provide solutions for inefficiencies
 - **Logistics and Distribution:** Experience working in wholesale distribution centers, market fulfillment centers and central operations facilities
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EDUCATION

UNIVERSITY OF RHODE ISLAND, Kingston, RI

Master of Business Administration, 2015

Coursework in Managerial Statistics, Business Law, Organizational Behavior, Information Systems, Organizational Redesign, Supply Chain Management, Strategic Management

Post Baccalaureate Human Resources Graduate Certificate, 2015

Coursework in Human Resource Development, Compensation, Pensions, Health Care, Benefits Programs, Administrative Law

Post Baccalaureate Labor Relations Graduate Certificate, 2015

Coursework in Labor Relations Law, Collective Bargaining, Comparative Labor Relations Systems, Global Employee Relations

Bachelor of Arts in Psychology, 2012

WORK EXPERIENCE

Owner/Operator, SNACK SQUAD LLC, Dedham, MA: 2023 - Present

Operations Leader, RESTORATION HARDWARE, Canton, MA: 2021 – 2023

- Work with on-site leadership team from day one to repair distressed distribution center
- Help with implementation of brand new inventory management system
- Supervise warehouse team during contentious transition to new labor model
- Maintain and constantly improve now properly functioning distribution center
- Act as rotating Senior Leader (Terminal Manager) and/or Lead (Department Supervisor) at other distressed distribution center all across the US (Kansas, New Jersey, Texas)
- Train grassroots employees to handle daily operations both home and abroad

Account Manager, NATIONAL DELIVERY SERVICES, Bridgewater, MA: 2020 – 2021

- Delivery management, inventory management, warehouse management, shipping
- Supervise product unload line teams, product picking teams and drivers during load out
- Receive incoming loads of freight. Track incoming loads.
- Coordinate with store managers and receivers of primary account (Burlington Coat Factory) to ensure ideal inventory levels are shipped to each location
- Assist with operations of other brands (Victoria's Secret, Pink, Bath and Body Works)

Assistant Manager, 1800FLOWERS FULFILLMENT CENTER, Canton, MA: 2018 – 2020

- Supervise 10 to 20 employees daily, supervise over 50 staff members during holidays
- Direct and coordinate activities of production, operational, warehouse and delivery teams

- Prepare staff work schedules and assign specific duties
- Dispatching drivers, scheduling, administering assignment of orders & route creation
- Researching future product trends, purchasing and invoicing of raw materials
- Procurement invoicing of raw materials and hard goods requiring submission of P&L
- Provide outstanding customer service when necessary
- Tracking of inventory through inventory control coordinator databases
- Submission of both hourly and contractor payroll
- Support worker communication with upper management team
- Receive shipment contents and compare invoice records to verify accuracy
- Analyze financial records to improve efficiency and direct financial operations
- Hire, train, evaluate, discipline, terminate and monitor the performance of facility staff
- Reorganize warehouse industrial design to improve efficiency of operational workflow
- Oversee facility while General Manager is on vacation, sick or away

Operations Assistant Manager, PARTERRE GARDEN SERVICES, Cambridge, MA: 2018

- This was a seasonal position, spring to fall 2018
- Dispatch work materials from main storage facility to various jobsites
- Research & procure a wide range of capital tools for upcoming landscaping projects
- Utilize heavy machinery (forklifts, Bobcats, dump trucks and front loaders)
- Organize shop layout for maximum efficiency of receiving shipments & picking orders
- Oversee daily care of perishable product as a keyholder

Operations Manager in Training, CRAFT BREWERS GUILD, Everett, MA: 2017-2019

- Perform shipping duties by routing orders for delivery trucks utilizing Roadnet
- Sort & plan how pallets of product will be loaded into trucks with VIP software
- Provide custom data analytics to establish the ideal regions & sequence of delivery stops
- Invoicing & receiving duties at high volume wholesale distribution center

Clerk - Operations Support, NATIONAL GRID UTILITIES, Waltham, MA: 2016-2017

- Enter vital information for gas services & gas mains with Maximo software
- Update supervisor packets prior to submission to main headquarters
- Execute key accounts payable functions for both Police & Town Permit invoices
- Input payroll data on a weekly basis for employees using SAP software

Work Coordinator, NATIONAL GRID UTILITIES, Waltham, MA: 2015-2016

- Prepare & schedule Leaks, New Services, Relays, Corrosions, Cut-offs & Mains
- Analyze & update a variety of National Grid computer programs (STORMS, Maximo, Powerplant, Smallworld, ArcFM, Nuance PDF Converter Enterprise & CWQ)
- Track, sort & evaluate projects through Microsoft Excel & Microsoft Access Databases
- Apply for Digsafe tickets & prepare permit applications to send out to respective towns

Caretaker, WHISPERING PINES CONFERENCES, West Greenwich, RI: 2011 – 2012

- Manage hotel style facility with 65+ guest rooms overnight
- Answer calls from clients, inventory tracking, filing
- Completion of financial documents such as balance sheet and cash flows statement
- Front desk duties for an upscale conference center which hosted events
- Accounts payable duties, processing customer payments, vendor price comparisons

Construction Worker, STORYBOOK HOMES, North Kingstown, RI: 2004 – 2015

- Extensive experience as a member of a framing construction crew working on numerous residential home building projects from foundation to roof
- Installed foundational plates, support beams, columns, floor joists, tongue & groove flooring, exterior walls (bottom plates, top plates, studs & plywood), window frames (cribs, headers & sills), interior partition walls, hurricane hardware, ceiling ferran, ice & shield barrier, truss structure & roof shingles
- Applied geometry, arithmetic, spatial reasoning in order to implement building plans
- Accumulated dexterity utilizing a wide range of electric, pneumatic and hand tools including reciprocating saws, jig saws, saws-all, pressurized nail guns, framer's tool belt