

# Elfatih Elhassen

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## SUMMARY

Skilled Training Supervisor at bringing employees up to speed with current procedural, safety and compliance standards. Top-notch communication and planning skills with a proactive approach to managing course changes.

Accomplished in maximizing team knowledge and performance while reducing problem behavior and safety concerns. Well-versed in working with department managers to improve training programs. Hardworking and thorough with strengths in conflict management and relationship building.

Strong knowledge of the continuous improvement methodologies (i.e. Six Sigma, Lean Six Sigma, Kaizen and Business Process Reengineering). Participate on Lean Six Sigma Black Belt project on inventory management.

## SKILLS

- Windows 10, Windows 7, Windows XP, SAP Software (Data entry, Combining business process to SAP organization structure (i.e. Configuration)), MS Office (Word, Excel, Outlook, PowerPoint, Visio), Matlab, Mathematical, Solid Works and AutoCAD
- Administrative
- Administrative support
- AutoCAD
- Business process
- Change management
- Change agent
- Data entry
- ERP
- Enterprise Resource Planning
- Machinery
- Matlab
- MES
- Excel
- MS Office
- Outlook
- PowerPoint
- Windows 7
- Windows
- Windows XP
- Word
- PQ
- Processes
- Quality
- Safety
- SAP
- Solid Works
- Supervision
- Troubleshoot
- Validation
- Visio
- Motivational speaking
- Schedule development
- Training and development

## EXPERIENCE

Terumo BCT, April 2004-Current  
Lakewood, CO

Training Supervisor, Terumo BCT, August 2016-Current  
Lakewood, CO

- Manage a team of 20 members of professional trainers in the manufacturing floor.
- Responsible of the quality in the manufacturing floor.
- Responsible of the Onboarding Department.
- Participate in many continues improvements projects.
- Work as change agent for change management projects.
- Identified and communicated to management regarding areas needing additional training.
- Conducted ongoing evaluations to determine effectiveness of training programs and make recommendations for necessary modifications.
- Completed evaluations of new employees to determine strengths and customize training.
- Cross-trained employees to do other jobs within business, increasing job skills and productivity.
- Developed training materials, manuals, procedures and visual aids to effectively achieve organizational goals.
- Incorporated new curriculum to meet changing needs.
- Ensured staff followed administrative policies and compliance regulations by closely monitoring daily operations and performing safety audits.
- Maintained workplace safety by involving employees in order to maximize engagement and team morale.

security officer, Allied Universal, Kindred Hospital, January 2015-Current

- My role is monitoring the front desk, manage the visitor's log, and patrol the floor to insure the safety of the staff, the patients, and the visitors.

Manufacturing Document Specialist/ Automated Machine Operator, Terumo BCT February 2013-August 2016

- Independently performs technical and administrative support to manufacturing departments under minimal supervision.
- Tasks included both a technical and an administrative nature on a specified range of manufactured products and processes.
- Performs back flushing of components, batch work orders, scrap transactions and material transfers for Manufacturing department using SAP and MES software's.

Automated Machine Operator, Followed FDA Regulation, April 2004-February 2013

- Operate automated machine, with responsibility for ensuring equipment function and operability.
- Troubleshoot machine faults and monitor products to meet quality standards.
- Interact with engineers, participate on a PQ validation for new products or a new process, and give feedback and suggestions on improving the new processes.

Mechanical Engineer, Sudan Civil Aviation Corp, January 2001-January 2002

- Held responsibility for maintaining caterpillar heavy machinery in timely and accurate manner, while ensuring machine operability and quality of workmanship.

Mechanical Engineer, Lambda Engineering Co, Khartoum, Sudan, January 1999-January 2001

- Assisted in design and manufacture of water supply system for households, villages and urban residential areas.
- Held responsibility for operation on Malakal city water station.

## **EDUCATION AND TRAINING**

Master of Science

Information Technology Management, Regis University, Denver Co. 2013

Master of Science

Mechanical Engineering, University of Colorado, Denver CO

Bachelor of Science

Mechanical Engineering, University of Khartoum

Member National Society of Black Engineers (NSBE)

Regis University's graduate certificate in Enterprise Resource Planning (ERP)