

## **CAREER SUMMARY**

· Strategic-thinking individual with expertise improving customer relationships. Tech-savvy, positive team member with ten years of manufacturing and operations experience, including team lead and supervisory experience.

## **SIGNIFICANT WORK EXPERIENCE**

### **Feb 2019 - Present    Functional Remedies, Louisville CO | Packaging Supervisor**

- o Applies Good Manufacturing Principles in all areas of responsibility.
- o Provides guidance and direction to Packaging Technicians and Lead, including setting performance standards and monitoring performance.
- o Improved packaging efficiencies by changing work methods, reducing set-up times, recommending process improvements and cultivating a team atmosphere.
- o Consistently surpass departmental and company shipment goals.
- o Develop and revise packaging work order instructions, SOPs, and packaging records.
- o Fostered a team concept with employees resulting in a 70% increase in packaging output.
- o Developed new procedure for label reconciliation that improved release time.

### **Feb 2016 - Present    KWMR | Producer and On Air Personality**

- o Producer and host of After Dark with Dr. Decibel, Tuesdays 10 pm to Midnight PST.
- o Responsible for all aspects of on-air production including operation of the soundboard and pre-production research and editing.
- o Experience delivering a variety of live announcements on air as well as conducting live interviews in studio and via telephone.

### **2013 - 2016    The Roll Up Bicycle Shop, Oakland CA | General Manger**

- o Responsible for all aspects of daily operations and scheduling as well as coordinating all vendor activities.
- o Responsible for recruiting, hiring, and training all new staff and interns.
- o Managed all on-line sales and social Medias as well as plan and host all after hour events and classes.
- o Increased overall revenue by 40%

### **2008 - 2010    Zuvo Water LLC, Mountain View CA | Operation Specialist**

- o Duties and responsibilities included formulating policies and managing daily operations reporting directly to the VP of operations.
- o Responsible for processing all inbound and outbound freight of materials and products.
- o Ensured resources were allocated and that all service levels were met daily.

- o Managed inventory of materials, parts, and finished product to maintain required supply.

**2005 - 2008 Bay Recorders Organization, San Francisco CA | Audio Technician**

- o Created and maintained sound libraries and set up ambient sound microphones for crowd and stage.
- o Set up and tested equipment before events, broadcasts, and recordings.
- o Collaborated with producers and performers to determine and achieve the desired sound for productions.

**2000 - 2005 Sun Microsystems, Menlo Park CA | Material Planner**

- o Responsible for the placement & scheduling of orders for top-level finished goods with contract manufacturers.
- o Negotiation of quarterly cost reductions, and the benchmarking of critical components/subassemblies on a bi-annual basis.
- o Responsible for maintaining all parts at goal lead time, providing supply/demand analysis to support and maintaining any required lead time extensions.
- o Create and maintain all BOMs.

**1997 - 2000 Expansion Electronics, Fremont CA | Inside sales rep**

- o Provided daily requirements to production, as well as hands on support on the production lines at quarter end.
- o Profiling potential customers
- o Duties included shipping & receiving, inventory cycle counts, red light/green light testing, inventory management and quality control.
- o Author and conduct ISO investigations (Investigation, root cause, corrective action, preventative action) within prescribed time frame.