

JASON DELAURENTIS

Solarvox76@yahoo.com | 303-961-7531 | Boulder, CO 80301

Summary

Talented forward-thinking project management lab coordinator specialist confident in leading team members, managing schedules and coordinating resources. Keeps projects on-track with decisive supervision and quick problem-solving. Persuasive in communicating and negotiating with internal team members, vendors, and other stakeholders. Brings proven abilities in end-to-end project management. Expert in identifying and mitigating risks, reaching milestones, and managing deliverables. Highly organized leader with great attention to detail.

Skills

- Extensive knowledge of Metrology Lab Coordination
- Project Planning/Management
- Supervisory Experience
- Document Control - Medical Field
- Decision-making
- Stakeholder relationship management
- Schedule oversight
- Customer Relations
- Organizational skills
- Inventory/Record Management
- Indysoft and Salesforce proficient
- Prophet 21 software
- Quality Assurance
- Analysis
- Compliance
- ISO
- Quality Management System
- Data Entry
- Extensive Problem/Conflict/Resolution
- Training & Development
- Team coordination/Collaboration
- Friendly, positive attitude
- Analytical
- Reliable and trustworthy
- Creative thinker
- Project management & planning
- Maintenance service coordination
- Schematics
- CMM - InspecVision experience
- Process Improvement
- Detail Oriented
- Accuracy
- Documentation
- Innovation

- Experience -

Quality Specialist /Aerospace & Defense | MFCP - Louisville, CO | 6/2023 - Current

- Continual Improvement Process, Detail Oriented, Collaboration, FDA, Compliance, Process Improvement and Facilitation.
- Project management and planning
- Process and review of finished goods
- Receiving of all incoming raw materials
- Full knowledge and practice of AS9100 traceability
- Regular practice filling out of initial quality control documents - FAIR / PPAP
- Ballooning drawings interpretations and documentation
- CMM - InspecVision experience
- Final Inspections and document review preparation

Metrology Equipment Processor | BHD Test & Measurement - Broomfield, CO | 05/2022 - 12/2022

- Project management procurement for intake and completion of calibrated devices.
- Process and review of certificates and calibration labels.
- Data entry of all incoming instruments - Data entry and processing of all completed calibrations.

- Project management between 3 separate labs and thousands of customers.
- Customer service on all things related.
- Database tech support (Indysoft)
- Played an integral role in building customer relations and fostering internal stage growth setting the company up for further success.

Metrology Project Coordinator | Medtronic - Boulder, CO | 09/2008 - 05/2022

- Procure and coordinate all lab functions
- Set project goals and schedule with owners/vendors and team members.
- Management of incoming and outgoing instruments to vendors and customers.
- Receipt and delivery of instruments to and from responsible owners for the entire campus.
- Coordinated with department leads to identify and outline solutions to client-specified challenges.
- Discussed proposals with interested parties such as vendors, contractors and facility review boards.
- Prioritized needs and delegated assignments to handle multiple projects simultaneously.
- Research, schedule outside vendors for onsite calibration services
- Inventory control programming. (Met/Track Metrology tracking and inventory database)
- Eliminated downtime by problem-solving and troubleshooting installation issues through timely completion, diminishing project gaps to promote smooth workflow.
- Introduced change improvement plans to achieve goals, methodologies, and initiatives.
- Implemented procedural updates to correct deficiencies and improve operations.
- File management of documents for over 35,000 medical equipment testing tools
- Updating manufacture specs monthly to coincide with company policy
- Submitting purchase requirements for lab suppliers/lab equipment
- Invoicing/accounting budget management

Warehouse/Shipping and Receiving Manager | Royal Discount Software - Boulder, CO | 04/2005 - 08/2008

- Established transportation cost standards and economical shipping practices.
- Compared shipment contents with paperwork to support inventory accuracy and records management.
- Organized storage areas to maximize movement and minimize labor.
- Trained and supervised shipping department staff, enforcing company policies and industry best practices.
- Investigated inventory discrepancies to maintain recordkeeping validity.
- Prepared domestic and foreign shipments in line with regulations established by shipping companies and international customs.
- Prepared accurate shipping orders and bills of lading to direct and route materials.
- Led and managed projects to support logistics efforts and plans.
- Prepared inventory for shipment by attaching tags and labels.
- Coordinated and monitored inbound and outgoing deliveries, keeping abreast of delays and other issues.
- Tracked orders using functional systems and coordinated with warehouse workers to ensure proper storage and distribution of products.
- Managed, set up and organized three warehouse locations as the company grew and moved to bigger facilities
- Packaged and shipped large volumes of software nationwide and internationally
- Organized and prepared warehouses for inventory audits

Warehouse Material Handler | Health-One Supply Chain Services - Denver, CO | 02/2003 - 11/2004

- Managed material requirements, planning and order processing within a central warehouse distribution environment that supports a seven-hospital supply chain.
- Developed and maintained strong working knowledge of products being handled, including how each product must be transported.
- Operated shelf pickers, motorized pallet jacks and tractors with zero mishaps causing property damage or personal injury.
- Loaded, unloaded, moved, stacked and staged product after pinpointing most effective material handling equipment for specific tasks.
- Received and unloaded incoming products, verified shipment accuracy and inspected for damage, loss or defects.

Inventory Specialist | TELLABS (Memec United, Avnet, Reptron) - Bolingbrook, IL | 01/1998 - 01/2003

- Managed three in-house electronic component supply chains within a manufacturing plant
- Pulled requirements for the demand on the manufacturing floor
- Coordinated inventory, stocking, and ordering.
- Answered incoming phone calls from 35 different supervisors in manufacturing
- Responsible for customer service support (inventory analysis)
- Trained over 15 employees
- Shipping/receiving
- Performed scheduled inventory counts and supply audits.
- Resolved customer complaints immediately, escalating those that required additional assistance.
- Trained newly hired employees on appropriate methods for performing audits and cycle counts.

Personal Assistant | Sony Picture Studios - Culver City, CA | 05/1999 - 07/2000

- Personal Assistant to Stephen Cohen (director of script approval)
- Assistant to musical artist "Brandy", her band, and her manager
- Delivering movie scripts and post production tapes to the proper facility
- Making copies of scripts
- Answered incoming calls
- Running personal errands
- Screened telephone calls and inquiries and directed as appropriate.
- Restocked office and breakroom supplies to maximize team productivity.
- Worked closely with high-profile clients to provide one-on-one administrative support, including tour management, Travel management and personal property management.

Project Assistance/Supervisor of Laborers | Phoenix Property Services - Wheaton, IL | 01/1993 - 08/1997

- Labor pool supervisor for general contractor with 15 job locations
- Physical labor, painting, gutter repair/installation, fascia removal/repair, concrete demolition
- light fixture repair, caulking, replacing window trim, roofing, fencing, winter maintenance
- Promoted from laborer to labor management (team of ten)
- Invoicing and billing
- Customer service in person/on location
- Oversaw employee supervision, client satisfaction, contract management and daily work.
- Resolved customer complaints and adjusted policies to meet changing needs.
- Delegated daily tasks to team members to optimize group productivity.

Education and Training

Conservatory of Recording Arts | Tempe, AZ | 1998/2000

Associate of Arts: Sound Design-Pro Tools Certified

College of DuPage | Glen Ellyn, IL | 1995/1997

Associate of Arts: Graphic Arts-Sound Design

Accomplishments

- Negotiated with vendors, saving the company thousands annually.
- Consistently maintained high customer satisfaction ratings by providing world class service and support.
- Created a highly effective new tracking system that significantly impacted efficiency and improved operations.
- Proficient in Indysoft, Metrack, Planyway and Salesforce
- Consistently made improvements to inhibit positive growth using a systematized path forward in business practices