

James J. Fitzgerald

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Career Profile

An accomplished management professional with a diverse background. Customer relations, supply chain management, administrative supervision and vehicle fleet management are areas of expertise. A motivated individual who enjoys public relations as well as internal team work to meet and exceed company goals. Proficient motivational and presentation skills. Takes pride in accomplishing goals and finding innovative means to insure maximum productivity and profitability.

Professional Experience

General Manager

Allen & Burke Construction LLC, Springfield, MA

2010 - 2018

- Managed hourly and salaried personnel of mid-size commercial construction company.
- Oversaw vehicle fleet maintenance program and insurance requirements.
- Safety Officer, responsible for OSHA compliance and regulatory safety policies.
- Supervision and approval of material purchases and budgetary policies.
- Assisted with weekly payroll and human resource processing.

Production Control Manager

Mead Westvaco Envelope, Springfield, MA / Enfield, CT

2003 - 2009

- Managed scheduling of time and materials for numerous paper converting machines.
- Responsible for insuring proper inventory levels for plant operations.
- Assisted in coordination of ISO implementation at Enfield facility.
- Member of Plant Safety Team, insuring safe work practices and OSHA compliance.
- Coordinated inter-plant logistics of inventory and materials between numerous facilities.

Business Development Associate

Mead Westvaco Envelope, Springfield, MA

1984 - 2003

- Responsible for price quotations and product knowledge of vast line of mailing items.
- Daily interaction with numerous clients regarding order status and available services.
- Provided support to outside sales representatives and product marketing group.
- Kept current on postal codes and regulations thru yearly certification process.

Education:

M.B.A. American International College, Springfield, MA

B.S. Merrimack College, North Andover, MA

