

# KEVIN DHYNE

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## PROFESSIONAL SUMMARY

Diligent problem-solver with resourceful approach to challenges. Excellent communicator with focus on team achievements. Comfortable handling complex issues, meeting strict deadlines and adjusting to rapidly changing conditions. Ability to handle multiple projects simultaneously with a high degree of accuracy.

## WORK HISTORY

### Laerie, Inc., Calibration & Metrology Services - Admin and Lab Assistant

Berthoud, CO • 02/2021 - 03/2023

Dennis Ryan [ar@laerie.com](mailto:ar@laerie.com) 970-532-7990

- Received equipment. created transfer-in documents and created datasheets for the equipment's lifecycle through the various stages through the lab and created transfer-out documents when equipment was completed and ready for return to the customer.
- Primary contact for customers, vendors and technicians.
- Helped communicate technical information: equipment specifications, troubleshooting, repairs, equipment failures, and problem-solving new procedures.
- Worked in QuickBooks.
- Updated and set pricing for calibration costs.
- Trained new office personnel.
- Assisted in all areas of the ISO certification audits.
- Assisted with maintaining and updating quality management procedures, including all ISO 17025 Certification requirements.
- Created procedures and processes to improve workflow and efficiency.
- Ordered supplies, obtained pricing and quotes, prepared purchase orders.
- Properly calibrated equipment to appropriate specifications.
- Procured equipment and services for the lab and customers.

### ORB Group - Product Procurement Specialist

11/2019 - 08/2020

Kathryn Freeman — [kathrynumberfreeman@gmail.com](mailto:kathrynumberfreeman@gmail.com) 720-917-8588

- Researched companies to fulfill product orders depending on the specific demands and international regulations
- Negotiated for the lowest possible price, including all shipping and insurance details.
- Kept accurate data for each product. company, country, and financial information.

### Law Office of Edward Shindel - Paralegal

04/2015 - 05/2020

- Performed all billing functions for clients, drafted court documents, filed court documents via e-filing ICCES, filed paperwork. completed all documents within the court deadlines.
- Attention to detail and accuracy necessary to complete and file all court documents.

### SphereAccess - Audit Analyst

01/2016 - 01/2019

Osama Sabah - [Osama@sphereaccess.com](mailto:Osama@sphereaccess.com) 336-501-6159

- Performed all aspects of recovery audit for clients.
- Contacted client's vendors and suppliers to obtain current statements of account, reviewed all statements for open credits or duplicate payments.
- Checked information with client databases to verify.
- Created claims to recover open credits to be approved by both the vendor/supplier and client.

## SKILLS

- Detail Oriented
- Oral and Written Communication
- Troubleshooting/Problem Solving
- Critical and Analytical Thinking
- Analyze Key Performance Indicators
- Adaptability
- Collaboration
- Data Visualization
- Interpretation Skills
- Research
- Thinking Ahead
- Multitasking
- Administrative Duties

## EDUCATION

### Dominican School of Philosophy and Theology

Berkeley, CA

#### *Master of Philosophy*

All coursework completed, thesis defense on hold.

### George Fox University

Portland, OR

#### *Master of Theological Studies*

Completed one full year of coursework, equivalent to half the program.

### Cascade College

Portland, OR

#### *Bachelor of Arts*