

Kristen Stenbakken

Longmont, CO | 303-746-0537 | kstenbakken@hotmail.com

Business Professional

Efficient and organized professional with more than 18 years of experience in General Business Operations. Exceptional top performer able to motivate, excite, and keep team members focused, create a dynamic, goal oriented working environment while excelling under pressure.

Education

CERTIFIED LEAD AUDITOR | 2018

- AS9100 Rev D Aerospace Quality Management System
- ISO9001

MBA | 2006 | REGIS UNIVERSITY, DENVER, CO

- Organizational Management and International Business

BACHELOR OF ARTS | 2006 | UNIVERSITY OF COLORADO, BOULDER

- Major: Anthropology

Experience

DOCUMENT CONTROL AND CONTRACTS COMPLIANCE ADMINISTRATOR | CUSTOM MICROWAVE, INC. | FEB 2017 - CURRENT

- Perform Quality Management System (QMS) document control function, including document tracking, processing, approval, distribution, and archival in compliance to internal and external requirements.
- Lead and perform internal audits, generate audit reports, record observations and findings.
- Acted as lead auditor for NADCAP Chemical Processing audit, acted as guide for AS9100 auditor.
- Rewrote the entire CMI Quality Manual to bring it into compliance with AS9100 Rev D.
- Determined the absence of mandatory AS9100 documents and authored the required documents for release (Counterfeit Parts Control, CMI Ethics Policy, Internal Audit Checklist, Quality Clauses for Purchase Orders, and Change Management Procedure).
- Maintain traceability on manufactured parts for all aerospace flight.
- Verify all contractual (FAR, DFAR, customer-specific clauses) requirements will be met before acceptance of new contracts.
- Prepare all customer End Item Data Packages that validate complete conformance to contractual requirements and act as single point of contact for customer and government Source Inspectors.
- Monitor, review, and update external NDAs.
- Assist in Quality Investigations and act as Quality Department approval body for customer documents, including test plans, test reports, inspection reports, etc.
- Process Non-Conformances and initiate Corrective Actions when appropriate.
- Review and approve/disapprove/re-approve suppliers based on potential risks and other measurable criteria during the supplier approval or re-evaluation process.
- Perform In-Process and Final Inspections on manufactured parts in order to verify conformance to requirements.

PURCHASING AND LOGISTICS MANAGER | RUPES, USA | APR 2015 – DEC 2016

- Maintained records of goods ordered and received.
- Located vendors of materials, equipment and supplies and determined product availability, negotiated terms of sales and formulated policies with suppliers.
- Resolved vendor or contractor grievances and claims against suppliers.
- Arranged transport and storage of supplies and materials for all company departments.
- Monitored multiple databases to keep track of company inventory in the US and overseas.
- Managed international shipments and authored all required import/export paperwork.

OWNER/OPERATOR | ALTA PRARIE, LLC | JAN 2015 – DEC 2017

OWNER/OPERATOR | EVERGREEN HYDROPONICS, LLC | AUG 2010 – AUG 2011

OWNER/OPERATOR | FRANCIS STREET LIQUORS | OCT 2003 – DEC 2014

- 15-year track record of successful and profitable business ownership.
- Oversaw all financial management for various multi-million-dollar businesses; handled all Accounts Receivable and Payable, taxes, licensing, and purchasing duties.
- Managed Human Resources, including payroll and employment records upkeep for up to 35 employees; provided all aspects of HR, including interviewing, hiring, training, and evaluating personnel.
- Conducted new-hire orientations as well as employee benefits meetings.

Additional Skills and Experience

- Outstanding written and oral communication.
- Excellent time management and able to prioritize.
- Proficient in MS Office, Quickbooks, Solidworks EPDM, Notary Public (renewal August 2021).
- Adaptable and resourceful.
- Familiar with Six Sigma and Lean.

Community Involvement

- Volunteer, Big Bones Canine Rescue, February 2016 – Current
 - Reduced bank fees and shipping costs, resulting in \$1.6k in savings to the organization.
- Board Member, Longmont Chorale, April 2006 – March 2015
 - Secured \$22k in corporate and community contributions with my non-profit grant writing skills.
 - Implemented fundraising campaigns that generated more than \$15k in revenue.
 - Doubled attendance and concert ticket sales by \$4k by managing and refocusing advertising budget, increasing it just \$500.

References

Available upon request