

# MICHAEL CONANT

P.O. Box 1551 Charlestown, NH 03603 ·  
603-543-7676

[Mconant70@gmail.com](mailto:Mconant70@gmail.com)

**Operations Administrative Assistant** with exceptional organizational and analytical abilities. Well-trained and dedicated to continuous professional improvement. Seeking position with focus on production, purchasing, or inventory management.

## EXPERIENCE

**AUGUST 9, 2004 - PRESENT**

**PRODUCTION CONTROL ADMINISTRATOR, DESIGN STANDARDS CORP**

***DESIGN STANDARDS CORP. (DSC) IS A PRIVATELY-OWNED CONTRACT DESIGNER AND MANUFACTURER OF MEDICAL DEVICES THAT IS ISO13485 CERTIFIED WITH \$10.5M ANNUAL SALES AND 110 EMPLOYEES. THEY ARE VERTICALLY INTEGRATED WITH ENGINEERING, CLASS 8 CLEANROOM, ASSEMBLY, STAMPING, MILLING, TURNING, MOLDING AND MOLD DESIGN AND TOOL ROOM CAPABILITIES. THEY SUPPORT A RANGE OF CUSTOMERS INCLUDING SILICON VALLEY***

Managed inventory control, planning, and purchasing. Implemented MRP system planning for all departments. Reviewed and updated bill of material, routings, and item master set up to ensure increased accuracy of inventory, builds, and on time delivery.

### Accomplishments

- Worked with production manager and cleanroom manager to implement Kanban system within cleanroom assembly area reducing material handling by 50%. Labor hours saved were used in implementing plant wide cycle counts.
- Reduced inventory from 2.6M to 1.9M by utilizing MRP system for purchasing and production requirements. Implemented cycle counts to maintain accurate inventory levels reducing material shortages and increasing on time deliveries by 20%.
- Worked with suppliers to achieve regular flow of material deliveries and set up customized pricing based on forecasts and annual requirements, reducing standard costs by 2-5%.
- Created scrap tracking to identify production issues, supplier quality, department training deficiencies. Scrap rate was reduced by 15%, saving the company \$50,000 within first year.
- Worked with sales department to identify customer requirements. Routers were released to floor and scheduled back to front, reducing excessive repetition and reduced delivery lead-time by 15-20%, improving cash flow.
- Created supplier replenishment program to meet the production area

needs reducing repetitive purchase order for consumables. Reduced annual cost of consumable materials \$25,000 annually.

**MAY 1994 - JULY 2004**

**OFFICE MANAGER/INSIDE SALES, COASTAL IMPORTS, INC.**

***COASTAL IMPORTS WAS A PRIVATELY-OWNED WHOLESALE SEAFOOD DISTRIBUTOR SERVING VERMONT, NEW HAMPSHIRE AND PARTS OF MASSACHUSETTS. PRODUCT WAS PURCHASE DIRECT FROM PROCESSORS AND SOLD DAILY TO RESTAURANTS, SUPERMARKETS, RESORTS, AND PRIVATE RESIDENCES.***

- Sourced new suppliers to meet customer's needs.
- Determined recurring business needs and maintained necessary inventory levels.
- Conducted market research to determine appropriate pricing.
- Researched market trends.
- Executed successful events and trade shows.
- Created new sales and promotional methods.
- Identified prospective customers using lead generating methods and performing an average of 60 cold calls per day.
- Took daily inbound calls and key-entered order, faxes, backorders and credit memos for assigned accounts and clients.
- Researched competitors and sourced new vendors.
- Planned coordinated and controlled daily operations of the organization.

## **EDUCATION**

**JUNE 1988**

**DIPLOMA, KEENE HIGH SCHOOL**

General course of study.

## **SKILLS**

- Microsoft Excel
- Microsoft Word
- PowerPoint
- Access
- Utilization of MRP System
- Production Planning/Scheduling
- Supplier Relationship Building
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