

# **Rita L. Zagar**

8930 Jackson Ave, Lexington, MN 55014  
Cell: 651-278-7397 - Email: [rita.zagar@msn.com](mailto:rita.zagar@msn.com)

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## **QUALIFICATIONS SUMMARY**

- **Schedule /Plan /Lead /Production Support /Supervision /Customer Service /Training and Development /Assembly**
- **Over 18 Years of Experience In The Medical Device Industry**
- **Experienced In The Use Of SAP, NAV and Great Plains Applications**
- **Orange Belt Certified**
- **Safety Committee Member & Safety Certified**
- **American Red Cross CPR & First Aid Certified/Blood Borne Pathogens**

## **EMPLOYMENT HIGHLIGHTS**

### **R&D Assembly Opetator III**

***Creganna Medical Devices, Inc., Plymouth, MN 07/2019 to 07/2019***

- **Assemble prototype catheters**
- **Liner stretching**
- **Insert Wires**
- **Add Tubing**
- **Heatshrink**
- **Reflow**
- **Check product for defects**

### **Manufacturing Assoc. III/Inventory Specialist**

***Aerotek Contract Employee at Baxter International, Brooklyn Park, MN  
10/2018 to 07/2019***

- **Release production orders**
- **Maintain production department metrics for finished goods**
- **Monitor inventory**
- **Make inventory corrections**
- **Issue inventory to production orders**
- **Release inventory from production orders**
- **Work with engineers on production changes**
- **Stock incoming materials**
- **Cyclecounts**

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## Scheduler/Planner

*Fagron, Mendota Heights, MN*

*08/2018 to 10/2018*

- Schedule and monitor production runs in and out of production
- Release production orders
- Maintain production department metrics

## Material Control Lead

*Teleflex Medical, OEM, Plymouth, MN*

*02/2015 - 08/2018*

- Monitor Material Handlers making sure work flow is being adjusted to meet clean room schedule
- Work with Master Planner/Scheduler/Buyer making them aware of materials that are short or missing from pulled orders
- Work closely with Production Managers and Supervisors to keep the materials flowing to the clean room as needed
- Keep track of department metrics
- Release work orders when needed
- Keep track of when orders are complete and help to make sure they are closed in a timely manner

## Production Control

*Teleflex Medical, OEM/Plymouth, MN*

*07/2010 - 08/2018*

- Ensure production stays on schedule
- Confirm manufactured parts into the SAP system
- Reconcile and return unused materials to the warehouse
- Close work orders when complete
- Requisition/buy supplies and raw materials for the production floor and distribute them
- Cycle Counts
- Print Order Labels
- Work closely with the Production Manager/Supervisors/Engineers and Inventory Control Team

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## **Sr. Lead at Teleflex Medical**

*Through Adecco Employment Svc, Minneapolis, MN*                      **02/2010 - 07/2010**

- **Oversaw production lines daily**
- **Checked First Article product to completion of build, making sure parts are being made to customer specifications**
- **Help troubleshoot issues**
- **Assembly when needed**
- **Support Assistant Supervisor, Supervisor and Production Manager**

## **Supervisor I/Production Control/Assembly**

*St. Jude Medical, Inc., St. Paul, MN*                                      **03/2001 - 02/2009**

- **Assisted Production Manager in the planning, directing and overseeing of all plant operations**
- **Reported department metrics to Production Manager**
- **Scheduled all work for department, including overtime as needed**
- **Released production orders**
- **Implemented and utilized JIT and Lean Manufacturing Principles**
- **Assisted in the training and development of personnel and backed up the Production Manager when he was unavailable**
- **Ensured production of the highest quality product using the most cost-effective measures**
- **Orange Belt Certification**
- **Ran production schedule daily/weekly to keep the lines flowing smoothly using both the Great Plains and SAP applications**
- **Helped Material Manager/Material Handlers with the pulling of materials for orders**
- **Cycle Counts**
- **Helped put away incoming materials**
- **Assembly of catheter products using micrometer, calipers, microscope with radical**
- **Balloon Molding**
- **Ring Welding**

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## Education

**Laporte High School - Diploma**  
Laporte, MN

**Bemidji State University - 2 years of college completed/No degree**  
Bemidji, MN

**Licenses, Certifications & Additional Training - Supervision I: Fundamentals of Leadership from Employers Association, Inc. / Excel: The First Step from Kaplan Professional Schools / Supervisory Skill Building Training: Effectively Dealing with Job Performance Issues from DOR**

## INDUSTRY RECOMMENDATIONS

*"Rita goes above and beyond what she is asked to do, I have enjoyed working with her. She has great comprehension and is always looking to increase her knowledge." Bob Berg, Engineer, Teleflex Medical*

*"Rita is an innovative self-starter, who rarely needs supervision and typically exceeds expectations. Her very first quarter as Supervisor was the biggest in our division's sales history. Rita put in many long hours to help our team accomplish this goal often staying late to make sure all orders for build were in place for the following day. She also pulled off a very fun team building exercise to increase employee morale. I was thrilled, and my manager was ecstatic, this is just one example of Rita's superior skills and strong work ethic." Daniel Horsley, Production Manager, St. Jude Medical, Inc.*

*"A person with great integrity, strong work ethics, and a drive to get the job done that is truly a credit to our industry. Rita has raised the bar of expectation by modeling this attitude to her other team members and has helped to create a winning positive environment for achievement. She multi-tasks very well and has great communication skills." Roy Gan, Operations Manager, St. Jude Medical, Inc.*