

# Selina Lockhart

16650 Horizon Dr  
Brighton, Colorado, 80601  
(303) 956-7907  
leaner33@hotmail.com

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## AREAS OF EXPERTISE

- Quality Document Management & Control Systems
- Maintained Inventory Tracking Online System
- Proficient- Microsoft Office Suite
- Communication & People Skills
- Buyer
- Detail-Oriented and Quality-Focused

## WORK EXPERIENCE

**ORACLE CORPORATION, Louisville, CO**  
*Business Analyst, Feb 2010 – April 2016*

### **Document Management**

- Administered document management system features, such as user interfaces, access profiles, security, and workflow procedures.
- Administered electronic document processing, retrieval, and distribution systems in collaboration with other information technology specialists.
- Administered document and system access rights, profiles, and revision control to ensure security of systems and integrity of master documents.
- Triage of all issues arising from system implementation and usage.
- Consulted with end users regarding problems in accessing electronic content and driving resolution.
- Prepared support documentation and delivered training for end users of document management systems.

### **Buyer**

- Analyze production schedule and inventory levels to determine category needs, process daily procurement requirements into purchase orders.
- Secure targeted levels of inventory, cost, quality and deliver precision to support full execution of planned production schedules.
- Work both independently and collaborate with Management for Maintenance and Manufacturing to ensure company objectives are met.
- Resolve supplier issues that arise in relation to delivery dates, quality, specifications, quantity or cost of purchased goods or services in a timely fashion.

### **Inventory Tracking Database**

- Responsible for conversion of Insight Database to Oracle based Inventory Tracking
- Created, Implemented and Maintained processes for Wafer Manufacturing in house and overseas
- Responsible for multiple new product lines with widely varying production processes and times
- Trained operators

**SUN MICROSYSTEMS/STORAGETEK, Louisville, CO**  
*Insight Inventory Database/Production Control Sep 1990 – Feb 2010*

- Instrumental in the implementation of the entire Manufacturing Process Database (Insight) from paper-based to computer-based.
- Worked with Developers and end users regarding problems in accessing content and assist with resolution.
- Training for operators, support staff and end-user for troubleshooting and operational purposes
- Performed audits monthly for Inventory Management
- Maintained Inventory for 5 different Production Areas

*Operator, Jan 1982 – Sep 1990*

- Worked in several areas within RHO as an operator. Build, Inspect wafer chips throughout the entire production line for Tape Operations
- Worked in the Disk Operations as an Assembler

## **EDUCATION**

**University of Colorado Boulder, CO**  
**General Studies 1979 - 1981**

**Central High School Pueblo, CO 1977**