

# Steve Kniffen

## **Pricing Administrator - Integrated DNA Technologies**

Iowa City, IA

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(319)530-0132

## Work Experience

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### **Pricing Administrator**

Integrated DNA Technologies - Coralville, IA

- Configures customer pricing in support of sales team
- Troubleshoots pricing entry issues with customer service and sales personnel
- Reviews pricing requests and records to ensure no duplicates or discrepancies
- Maintains and edits pricing in price lists, price groups, and customer pricing

### **Order Enter Associate**

Integrated DNA Technologies - Coralville, IA

- Processes incoming orders including entering and maintaining customer information, confirming orders, and routing orders to the appropriate department
- Creates customized quotes for sales reps and customer care departments while following IDT pricing guidelines according to product specifications
- Documents internal process reviews for issues identified in the pre-manufacturing process to ensure the overall quality of the product

### **Production Supervisor**

Kerry Foods - Gridley, IL

- Lead production staff to achieve production targets while maintaining a safe and efficient operation while producing products at or above established quality standards.
- Directly Responsible for 45+ team members across five production lines, specializing in extrusion capabilities and high speed packaging. Oversees Maintenance, Quality, Warehouse, and Sanitation personnel on Night Shift.
- Provide new hire training and safety training, conduct performance appraisals, planning, assigning and prioritizing work assignments to maintain production order schedule.

### **Logistics Clerk**

Integrated DNA Technologies - Coralville, IA

- Picks, packs, verifies, and processes customer orders using various software suites
- Prepares and processes small package shipments for personnel outside of the Logistics Group
- Notifies Customer Care and Key Accounts personnel of incomplete/inaccurate customer information

### **Production Supervisor**

Hon Furniture Company - Muscatine, IA

- Drive team of 30 employees to meet daily, monthly and quarterly performance metrics including safety, quality, efficiency and cost goals
- Provide daily leadership to team including administering company policies and procedures
- Develop team members through performance evaluations and providing performance feedback, conducting interviews and managing staffing for area

## Education

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### **BBA in Human Resource Management**

Mount Mercy University - Cedar Rapids, IA

### **B.A in Economics**

University of Iowa - Iowa City, IA

Kirkwood Community College - Cedar Rapids, IA

## Additional Information

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- Significant work experience in managing diverse groups of teams
- Proficient computer skills with Microsoft Office, Salesforce, Kronos
- Outstanding leadership, planning, and communication abilities