

Tracy Sitterud

Cheyenne, WY

tracysitterud6_veh@indeedemail.com - 832-851-8184

I'm a very outgoing customer serviced oriented person who looks for opportunities to help others succeed.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Operations Manager

Maverik Adventures First Stop - Cheyenne, WY - 2017-01 - Present

Run daily operations of store, including but not limited to daily books, emails, supervising crew in all departments, stocking, cleaning, assisting guests, receiving merchandise from vendors and freight truck.

Quality Control Lead

Stoneside Blinds & Shades - Denver, CO - 2014-08 - 2016-11

Printed and proofed orders for production. Researched the root cause of errors and implemented processes of corrective steps. Monitored rework through production. Monthly reports on quality and progress.

Crew Member

Wendy's - Bayonet Point, FL - 2013-03 - 2014-08

Morning prep for sandwich lines. Ran cash register for front counter and drive-thru taking orders and assisting customers. Cooked, prepared food and cleaned. Assisted shift manager and General Manager when and where needed. Put stock away.

Hi-Tech Coordinator

DSC Window Fashions - Arvada, CO - 2006-04 - 2013-01

Printed and proofed orders for production. Helped run all manufacturing departments and personnel. Monitored inventory and performed cycle counts. Monthly reports on quality and progress. Assisted Customer Service and Management and worked directly with customers answering questions and resolving concerns or problems.

EDUCATION

Academic Studies in Generals

University of Utah - Salt Lake City, UT

2002 - 2002

Academic Generals in Criminal Justice

College of Eastern Utah - Price, UT

1997 - 2001

SKILLS

Microsoft Word, Microsoft Excel, Microsoft Office, NetSuite

AWARDS

Eagle Scout

1994-05

The highest ranking position in the Scouting Program. Completed various tasks, assignments and projects. Being a team member as well as a team leader on many projects. Completed clearing a section of 20 miles on The Great Western Trail allowing hikers, horseback riders and mountain bikers a safe and clear trail to enjoy the outdoors.

CERTIFICATIONS/LICENSES

Lean Six Sigma. Advanced Manufacturing Industry Program

2009-05 - Present

Stream Line Process to improve production process and create a smooth evenly flow of work. Discover and learn simple techniques to shorten Lead time and produce higher numbers by simplifying the process.

Kaizen Event Training

2008-12 - Present

Program designed to discover the best ways to work as a team and get more out of your crew and employees as a Team. Learned effective ways of training and how to work in a stressful, fast paced environment.