Whitney Kugel

Self Starter and Leader

Eagan, MN

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952-228-5168

Advance my career with an organization that will utilize my management, supervision & administrative skills to benefit mutual growth and success.
Authorized to work in the US for any employer

Work Experience

SHOP SCHEDULER
TRANSPORT DESIGNS, INC
July 2018 to November 2018

- Responded to high volume phone calls from truck drivers.
- Coordinated with mechanics regarding repairs.
- Gave direction to drivers regarding maintenance issues.
- Scheduled truck repairs at the shop and elsewhere in the country.
- Organized everything to stay on top of everything going on at once.

SCHEDULER & CAMPAIGN EXPEDITOR
IMAGINE PRINT SOLUTIONS
December 2013 to January 2018

- Scheduled work for 15 presses (30 employees) that ran 24/7.
- Built solid relationships with press techs to maximize efficiency.
- Attended daily production meetings.
- Communicated workflow with other schedulers with extreme detail.
- Provided timelines for Project Managers.
- Processed jobs for billing.
- Ensured staffing to meet workload.
- Handled many constant changes and issues going on at the same time.

QUALITY CONTROL SPECIALIST
IMAGINE PRINT SOLUTIONS
March 2010 to December 2013

- Verified product color, finishing, & quantity.
- Communicate with Project Managers regarding issues.
- Produced shipping documents.

KITTING LINE LEAD
IMAGINE PRINT SOLUTIONS
September 2008 to March 2010

- Led team members in assembly, packaging, & shipping.
- Organized lines to maximize efficiency.

Education

BACHELOR OF SCIENCE in Ministry and Communication Studies
University of Northwestern - Saint Paul, MN
2021

Skills

PROBLEM SOLVING, LEAN MANUFACTURING, DETAIL-ORIENTED, SELF-STARTER, TEAM PLAYER

Additional Information

SKILLS

- Self-starter
- Advanced problem solving
- Detail-oriented
- Leadership
- Strategic thinker
- Lean manufacturing
- Extremely Organized
- Positive attitude
- High level of integrity
- Dedicated team player

STRENGTHS FINDER

- Input
- Belief
- Intellection
- Context
- Connectedness