

## **Diane Peterson**

McHenry, Il. 60050 1-815-900-4875 [D60050P@GMail.com](mailto:D60050P@GMail.com) Linked In: [linkedin.com/in/diane-peterson8](https://www.linkedin.com/in/diane-peterson8)

### **EXPERIENCE**

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Dec 2015 to Present

**Siemens Healthineers**

Buffalo Grove, IL.

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#### **Inventory Analyst**

**Warehouse Support**-Support the day to day material needs of the factory. Ensuring acceptable inventory levels at all times. Receipt and put material away. Resolve inventory and receipt discrepancies as they arise. Tasks include; cycle counting, inventory analysis for potential improvements. Identify and report shortages, work with an offsite storage facility. Inventory audit experience.

**Management Support** - Compiling data, reporting on daily capacity, consumption, material shortages, assisting in compliance audits, and any other tasks requested by management.

**Customer Returns** - Coordinate all aspects of customer returns

**Final Inspection** - Perform pre-shipment inspections of equipment prior to customer acceptance.

**EHS Site Coordinator** - Leading the EHS program for our site, which includes; site safety inspections, fire & weather drills, coordinating and/or training team members. EHS audit experience.

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Oct 1988 to June 2015

**Motorola Solutions**

Schaumburg, IL.

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#### **Material Analyst Sr.**

**Customer Returns Coordinator**- Coordinated all aspects of North American customer returns. Duties included; receipt, review, factory processing, re-stock, systems transactions and processing credit back to the customer. Presented weekly status updates to the business team for review.

**Supplier Quality Control**-Worked with manufacturing, engineering and suppliers to ensure the quality standards were met. Identified and processed non-conforming material back to the suppliers, followed up on MCARs, generated and reported on supplier quality.

**Kaizen Coordinator**- Mentored associates through the Kaizen process. This included time studies, cost analysis, (labor& supplies) effect on quality. Presentation experience.

**Warehouse Support**-Prioritize and distribute work assignments to warehouse personnel. Identify material using blueprints/specs for the warehouse and manufacturing areas. Inventory audit experience. Reported weekly metrics to other value streams (metrics include Safety-5s-cycle counts adjustments-Kaizens) provided support in all aspects in the warehouse.

#### **Other positions/areas held within Motorola:**

Supplier Quality Control analyst

High & Low Volume manufacturing lines

Thru-hole & surface mount technology lines

New Product Factory (NRG)

Wires & Cables

## **EDUCATION**

2018-Present	Penn Foster College Bachelors-Mgmt/Admin (On line)	Scranton. PA
1980-1982	McHenry County College General Studies	Crystal Lake, IL.

## **Systems/Software**

SAP  
Oracle 11i  
Oracle R-12  
Word  
Excel  
Power point  
Outlook

## **Special skills/Training Completed**

5S & Lean Transformation- Training & Analysis-Whse  
6 Sigma  
Record management and program procedures  
Ethics in business  
Hand held scanners  
Fall protection-ladder safety  
PIV-hands on evaluation  
Powered Industrial Vehicles-on line training  
Hazard Communication  
SPC  
Ergonomics  
Regulatory/Compliance Audit experience  
Inventory Audit experience

## **Key Projects**

Assisted on several projects

- o The re-layout of a warehouse (efficiency & capacity & storage)
- o Outsourcing projects
- o Documentation and training of personnel in the quality dept. and warehouse.

## **Awards/Recognition**

*1992-Peak Performer*

Award given to 50 Motorolan's worldwide each year for excellence. Program was in place for 5 years.

Pre-1992 Educational Summit, Ohio State University

Represented Motorola, where I spoke on a panel to President Clinton regarding the importance of education in the work place.

