

## Summary

Resourceful Engineering Project Manager skilled in streamlining processes and maintaining schedules to ensure maximum customer satisfaction and business revenue. Expertise in strategic communication including coordinating diverse teams and resources to complete objectives. Organized and detail-oriented with a proactive and hard-working nature.

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## Skills

*Resource planning (ERP & MRP)*  
*Scheduling & Requirements gathering*  
*Data Analysis & Automation*  
*Microsoft Office Suite (Excel, Word, etc.)*

*Supply Chain Management*  
*Distribution and Logistics Skills*  
*Knowledge of design and development*  
*Project Management Professional (CAPM, PMP)*

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## Work History

TM INTERNATIONAL

JAN 2019 – NOV 2019

### ERP Administrator & Data Analyst

- Serve as system administrator of Epicor ERP system and True Commerce EDI software.
- Provide technical support and training to end-users who need assistance utilizing client level hardware and software.
- Setup and maintain systems including installation, configuration, and updating of hardware and software.
- Interface with senior management team to enhance and automate key business processes, enabling users to be more efficient and productive with data processing.
- Utilize SQL and Excel to review, validate and fix data for accuracy and analysis.
- Process and troubleshoot EDI (Electronic Data Interchange) information, ensuring integration between Epicor ERP and True Commerce EDI software.
- Responsible for onboarding and customer support of CRM (Customer Relationship Management) software, serving as the direct contact between clients and business managers.

MASTERPIECES PUZZLE COMPANY

AUG 2018 – JAN 2019

### Purchasing & Sales Coordinator

- Maintain item set-up for key customers in vendor portals, our internal ERP, and through EDI software.
- Utilized SQL and Excel to analyze and present data in a way that helps frame objective discussions both internally and externally.
- Prepare weekly sales and inventory reports.
- Develop & maintain quote sheets including e-quotes in multiple retailers' systems.
- Manage and troubleshoot EDI daily transactions in a timely and accurate manner.
- Collect and maintain master product information for Sales Team. (Master Product Data Sheet)
- Ensured compliance with company policies and all laws and regulations affecting marketing and communications.
- Entered purchase orders on Enterprise Resource Planning (ERP) system and sends confirming purchase orders, as required.
- Schedule and coordinate the logistics of events including presentations, business meetings, and trade shows.
- Maintain files and contracts.
- Maintain tracking of key dates and action items.
- Work closely with sales executives and customer contacts.

**Production Control Planner/General Manager**

- Responsible for managing inventory/material transactions and addressing material shortages, backlogs, or other potential schedule interruptions that could affect the production schedule.
- Planned scheduling of labor, manufacturing equipment in order to meet customer deadlines and optimize costs, and timing.
- Provided detailed status of work in progress, material availability, and communicate constraints for schedule. (Bi-weekly Line of Balance (LOB) meeting with senior management)
- Assisted with coordination of quality, operations, purchasing, and logistics.
- Assisted with scheduling and expediting the movement of parts by means of move orders, stock transfers and requests for shipping orders.
- Developed status reports, cost estimates and resource plans.
- Provided monthly reports via Excel to fulfill ad hoc requests for key decision making in the manufacturing demand planning and procurement process.
- Modified database, reports, queries, spreadsheets, and charts using SQL queries and VBA as new functionality was requested.
- Conducted data analysis to aid in cost estimating and validation.
- Planned, scheduled, and issued work order instructions to the production floor in accordance with the production schedule ensuring a quality product in a timely manner.
- Sent out parts for outside processes and prepared the necessary paperwork.
- Communicated with vendors any issues that might affect the master schedule.
- Established efficient allocation and scheduling of parts, materials, machines, and sequences of operations and workflow.
- Assisted in weekly payroll, accounts payable and outside vendor collaboration.
- Delegated tasks to employees daily to achieve scheduled and emergency-response goals.
- Experience gathering requirements (supporting and implementing) for enterprise grade software. ERP
- Understand Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) requirements and maintain paperwork and standards for jobs requiring FAR and DFARS requirements.
- Developed and organized business strategies and initiatives. Implemented and executed quality management systems(AS9100 & ISO9001). AS9100 certified in 2014
- Understanding of International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR)

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**Education**

Bachelor of Arts in Interdisciplinary Studies  
Computer Engineering, Engineering Management, & Psychology (2008)  
McGuire Entrepreneurship Program (2007)  
UNIVERSITY OF ARIZONA, Tucson, AZ

**Professional Certifications**

Leadership, Excel, SQL, Security+, CISSP, Supply Chain Management, Project Management (CAPM, PMP)

**Volunteer activity** - Pima Animal Care Center, March 2016- May 2020

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**Skill Set - Systems Administrator and Subject Matter Expert Skills:**

Salesforce CRM, QuickBooks Enterprise, Sage ERP, Epicor ERP, SAP ERP, SPS Commerce EDI, True Commerce EDI, MS Project, MS SharePoint. Microsoft 365 Office subject matter expert with an emphasis in Excel.

Experience with multiple project methodologies including waterfall and agile Scrum methodology using tools such as Assana, Jira, Clickup. Project life-cycle processes: Project Initiation, Project Planning, Project Delivery, Project Metrics, Relationship Development with an emphasis on strategic communication and customer service.