

# Andrew James Read

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Motivated individual with a versatile background that combines technical and interpersonal talents. Strong experience with operating computers, including all of the Microsoft Office Suite. Former member of the US Army National Guard with fireteam, squad, and platoon leadership experience. Regarded as diplomatic and personable, with the demonstrated skill for building trust with co-workers, customers, and all levels of management. Excellent organizational and time management abilities, and talent for balancing multiple conflicting priorities. Re-enlisted into United States Army Reserve as an Intelligence Analyst which requires a high level of attention to detail, threat and resource analysis, and trust. PEGA Systems software class and use. Currently Enrolled and Attending UPenn LPS Coding Bootcamp.

## Core Strengths

- Full Spectrum Leadership
- Maintained high level of accuracy and efficiency in all roles
- Experienced Team Management providing creative, strategic guidance to teams
- Accomplished trainer
- Experienced Leader and Supervisor
- Process Improvement such as Lean/Six Sigma
- Time Management/ Resource Management
- Front-End Web Developer
- Proficient using Microsoft Office Suite, SharePoint, Linux, Social media
- Develop creative solutions to problems

## Professional Experience

### ARROW CRATING AND PACKAGING, MOORESTOWN, NJ

07/21-11/21

#### CUSTOMER SERVICE REPRESENTATIVE

- RESPONSIBLE FOR QUOTING ALL NEW ORDERS FOR ALL DEPARTMENTS; CRATING, FOAM, DISTRIBUTION
- COMMUNICATE WITH CUSTOMERS AND PRODUCTION TO ENSURE ON TIME DELIVERIES AND CUSTOMER SPECIFICATIONS ARE MET
- WORK CLOSELY WITH LOGISTICS, PRODUCTION, PLANT MANAGER, AND VICE PRESIDENT TO ENSURE SMOOTH RUNNING OF ALL OPERATIONS
- PERFORMS ONSITE VISITS FOR CUSTOMERS FOR SPECIFIC CRATING NEEDS AND QUOTING
- PRODUCED CUSTOMER SPECIFIC PRODUCT TRACKING FOR ORDERS, SHIPMENTS, DELIVERIES, AND INDIVIDUALLY PRICED COMPONENTS
- PROVIDES CONTINUAL HIGH LEVEL OF CUSTOMER SERVICE AT ALL TIMES OF DAY

### ARROW CRATING AND PACKAGING, MOORESTOWN, NJ

03/21-07/21

#### DEPARTMENT SUPERINTENDENT

- COORDINATED SCHEDULING OF LABOR TO LEAD TO ON TIME JOB COMPLETION
- GENERATED AND IMPLEMENTED NEW ORGANIZATIONAL SYSTEM FOR TRACKING INDIVIDUAL JOB COMPONENTS FROM INCEPTION TO DELIVERY
- CREATED CATALOGUE OF RECURRING DRAWINGS CUTTING DOWN ON PAPER CONSUMPTION
- ESTABLISHED A STOCK AND BUILD REGIMEN TO EXPEDITE PRODUCTION OF LARGE QUANTITY ORDERS

### UNITED STATES ARMY RESERVE, FORT DIX, NJ

09/19-05/2020

#### 35F, INTELLIGENCE ANALYST

- Supported ground and aerial maneuvers with up to date intelligence
- Surveyed intelligence reports and forwarded up the COC
- Attached to 244<sup>th</sup> Expeditionary Aviation Combat Brigade HQ out of Ft. Dix

### Alcoy Industries, Lindenwold, NJ

05/08-03/2021

#### Office Manager/Tech/Water Treatment Specialist

- Test and treat clients' waters' for correct chemical balance and correct as needed

- Organized budgets and provided administrative oversight to consistently stay on track with growth plan
- Supported regulatory compliance by overseeing all audits to ensure adherence to protocol
- Trained, coached, and mentored staff to ensure smooth adoption of emerging programs
- Devised, deployed, and monitored processes to boost long-term business success with optimal sales and profit levels
- Established, enforced, and optimized internal policies to maintain efficiency and responsiveness to demands.
- Increased revenue streams by reducing costs, managing schedules, and performing variance and risk analysis to implement corrective actions

**United States Army National Guard, Woodbury, NJ**

01/12-01/2016

**11C, Indirect-Fire Infantryman**

- Completed 14 weeks of training, including Basic Combat and Advanced Individual Training
- Operate and maintain communications equipment, and operate in a radio network
- Perform as a member of a mortar squad, accountable for providing indirect-fire support
- Supervise and train subordinate personnel, and provide tactical and technical guidance
- Trained in Security and Check Point Operations
- Conducted Pre-Deployment Classes on Check Point Operations
- Routinely assigned to perform specific responsibilities that are above official pay grade

**Axalta, Navy Yard, Philadelphia, PA**

11/18-04/19

**Lab Technician /Associate Investigator—Contractor Through All Source Staffing**

- Spent 6-8 hours each day in labs: wet, dry and clean labs.
- Create Mixtures for Various Testing
- Keep Inventory of LSR materials
- Conduct Spraying of materials produced for further coating testing
- Paint panels with HVLP equipment to desired appearance and film build.
- Maintain lab and spray area equipment in keeping with facility standards
- Work with Chemists/Lead Investigator to further project goals
- Create lots and batches for use in chemical testing using an analytical scale

**Oldcastle BuildingEnvelope, Moorestown, NJ**

01/18-06/18

**Production Shift Supervisor**

- Lead Teams to meeting production goals
- Responsible for the production of glass and materials for daily shipments.
- Responsible for the control of workflow
- Create loading matrixes for shipping department
- Ensure all safety equipment and safe workplace procedures are being used
- Responsible for counselling of employees
- Ensure time and attendance is up to date
- Spot check quality of products and work
- Extensive use of AS400 computer system
- Digital Programming for use on CNC fabrication machines

**Nutsco, Inc., Camden, NJ (Company Closed)**

09/17-11/17

**Production Manager**

- Manage Production of all goods in the facility
- Schedule resources according business need
- Create production schedules for workers to follow
- Communicate with clients/customers

- Work with QC to ensure that company and customer standards are maintained, and deadlines are met
- Organize and hold meetings for companywide production instruction and updates
- Ensure GMP's are maintained
- In charge of interviewing, hiring, counselling and terminations of production employees

**Guardian Protective Devices, West Berlin, NJ**

07/13-09/17

**Production Engineer**

- Lead production in ISO compliant facility of chemical products that are used by government and law enforcement as well as R&D Team Lead
- Oversee manufacturing of all lots and batches
- Operate effectively within standard operating procedures (SOPs) and safety procedures
- Accurately and efficiently operate relevant production line machinery and computers
- Maintain accurate counts of all materials on hand and create reports for operations to order

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**L a n g u a g e s**

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- Fluent English
- Beginner Gujarati/Hindi
- Beginner ASL

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**Awards Achievements**

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- Awarded Army Achievement Medal for service during Annual Training while conducting live fire exercises
- Successfully conducted pre-deployment training of entire Battalion (300+ soldiers)
- Joined the Masonic Lodge in January of 2011, raised to Master Mason of May of the same year
- Lead Platoon to win OSUT competition

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**E d u c a t i o n**

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- Sterling High School- Graduated 2007
- Norwich University- Political Science 2008 DNF
- UPenn LPS Coding – Currently Enrolled – Completion Date of 03/02/2022