

JESSICA CLAIRE

100 Montgomery St. 10th Floor
(555) 432-1000 - resumesample@example.com

PROFESSIONAL SUMMARY

Focused Project Manager adept at planning, directing and maintaining continuous operations in various departments. Experienced in directing manufacturing employees and keeping efficient production in accordance with quality standards. Skilled at identifying or anticipating problems and providing solutions. Excels through mentoring, training and empowering team to excel in performance.

SKILLS

- Project planning and development
- Lean manufacturing
- Advanced problem solving
- Technical support
- Project management
- Procedure development
- Change control process
- Systems installation, configuration, and upgrading
- Agile mindset

WORK HISTORY

- 02/2020 to Current **Project Management Specialist**
Luk Inc – Detroit, MI
- Provide Lean coaching and training to staff and faculty in multiple research departments.
 - Provide Lean support for research lab optimization initiatives increasing lab use by 15%.
 - Identify key areas of improvement in cross functioning departments and provide supporting answers to resolve issues.
 - Create research related Standard Operating Procedures.
 - Continuous engagement with Ph.D And M.D Principal Investigators to support research efficiency goals and process improvement initiatives.
 - Create project plans for cross-functioning departments increasing productivity by 20%.
 - Fostered relationships with vendors to promote positive working relationships
 - Identified, reviewed and applied policies and procedures
 - Identified plans and resources required to meet project goals and objectives
- 08/2015 to 02/2020 **Process Specialist**
G-Con Manufacturing, Inc. – College Station, TX
- Successfully reduced product reject rates from 20% to 3% using process improvement tools
 - Developed corrective action plans to mitigate deviations that occurred during manufacturing process
 - Developed standard operating procedures for manufacturing equipment
 - Lead technical trainer for new pharmaceutical packaging equipment
 - Project lead for new equipment installation and service
 - Successfully managed vendor relations to accommodate business goals and deliverables
 - Project lead for over 30 complex clinical trials.
 - Partnered with cross-functional teams to conduct thorough discovery and due diligence on existing processes
 - Identified and resolved process issues to encourage smoother procedures, more efficient workflow and overall business growth
 - Collaborated with team to define business requirements for organizational processes, achieve productivity standards and adhere to accuracy standards
 - Supervised manufacturing process of development trials
 - Determined and recommended methods to address improvement opportunities
 - Instituted improvement process to contribute to long-term plans for organization business processes
 - Developed and executed plans to monitor standard process adherence
 - Conducted training and change management processes to improve operations
 - Analyzed current business plan, identified inefficiencies in existing processes, and tracked performance following implementation of improvements
- 08/2004 to 08/2015 **Supervisor**
Heico Corporation – Columbia, MD
- Analyzed, monitored, and evaluated performance of 20 assigned staff, established work priorities, and provided corrective action as needed
 - Worked with various internal and external teams to develop solutions that quickly resolve deviations
 - Assisted in capital projects through complete project life cycle
 - Developed opportunities to reduce costs or improve performance through effective capital planning reducing cost by 30%
 - Ensured manufacturing plant operated within compliance guidelines for government environmental standards including local, state, and federal requirements
 - Created and delivered presentations promoting solutions and services to outside clients
 - Participated in product pricing negotiations
 - Developed and executed project communication protocols between company and customer.
 - Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
 - Created successful work schedules for each team member to maintain deadlines and fully staff shifts.

EDUCATION

- 02/2020 **Master of Science: Organizational Leadership**
SAINT MARY-OF-THE WOODS COLLEGE - Terre Haute, IN
- 08/2014 **Bachelor of Science: Management**
INDIANA WESLEYAN UNIVERSITY - Marion, IN
- 12/2011 **Associate of Science: Information Technology**
Indiana Wesleyan University - Marion, IN

CERTIFICATIONS

- Project Management Professional, Project Management Institute,
September 2021
- Lean Six Sigma Black Belt, Six Sigma Global Institute,
January 2021
- Lean Six Sigma Green Belt, Purdue University,
August 2017
- Scrum Fundamentals Certified,
May 2020

AFFILIATIONS

- Project Management Institute