**ADAM KLIMA**

Fort Mill, SC 29715

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**PROJECT MANAGEMENT PROFESSIONAL**

Aspiring Information Technology Professional and U.S. Marine Corps Veteran leveraging over 6+ years as a proven leader and manager able to multi-task missions, projects, and programs placing the right personnel and resources as needed to meet internal and external requirements. Possess comprehensive experience in safety management, occupational safety, program analysis, information technology, drone operation, strategic planning, process improvement, resource management, team building, and chemical operations. Hold a comprehensive background in project management, risk mitigation, data analytics, training/development, and large-scale operational efforts. Proven ability to combine vision, ingenuity, and strong business acumen with well-developed project management and leadership qualities to support organizational effectiveness, reach, and overall expansion.

* Machine Operator
* Risk Management
* Process Improvement
* Excel Proficient

* Operational Leadership
* Data Privacy
* Operational Analysis
* Competent in VS Code
* Time Management
* Data Analysis | Research
* Information Management
* Experience with GitHub

**LEADERSHIP PROFILE**

* **Business Acumen** | Possess the ability to understand business goals and recommend new approaches, policies, and procedures to effect continual improvements in business objectives, productivity, and development of the company.
* **Organization Development** | Passion for creating a vision and goals that inspire and motivate teams to achieve excellence in terms of customer support and core legal processes.
* **Motivated Learner |** Demonstrated ability to assimilate new ideas, concepts, methods, and technologies. Dedicated and innovative team builder with a superior work ethic.
* **Highly Skilled |** Proven track record for collaborating with multi-dimensional teams in high-pressure, high-tempo environments producing on schedule and within required deliverables.

**PROFESSIONAL EXPERIENCE**

**Print Management Company | Fort Mill, SC Jul. 2019 – Jul. 2021**

**High-Speed Machine Operator**

Tasked with maintaining and operating a high-speed binding machine, while leading a team of support individuals. Safely operated large printing machine that printed decals for plastic products. Ensured machine-printed decals to the highest quality standards as determined by the company.

* Met production goals set by the company for the number of decals printed**;** Completed all paperwork with minimal errors before the shift was over
* Communicated with management on current production, capabilities, and expectations; trained, maintained, and inspired a team of dedicated individuals
* Monitored operation and printing process to deliver a quality product within industry standards and established deadlines; maximized production and prevented downtime by inspecting and performing preventive

**Shutterfly | Fort Mill, SC Sep. 2016 – Jul. 2019**

**Level 2 High-Speed Operator**

Operate high-speed Mueller equipment. Worked closely with management on production safety as a member of the Safety Committee and as a First Responder. Operated Mueller's Acoro, Allegro, Horauf, and Diamant machinery.

* Performed preventive maintenance on message indicator to ensure equipment is functioning properly
* Conducted thorough tests and inspections to determine the print quality percentage; matched and detected differences between shades and brightness specifications
* Positioned and altered text size, and arrange pages to ensure proper production of printed materials; started presses and pulled proofs to check for ink coverage and density, alignment, and registration

**ADAM KLIMA | PG.2**

**Timeplanners | Fort Mill, SC Sep. 2015 – Sep. 2016**

**Knife Operator | Maintenance**

Operated and maintained a 55-inch knife machine. Built programs to fit designated sizes. Changed blades and Performed timing fix on collator and tabbing machines.

* Maintained the safe and efficient usage of all equipment, while adjusting settings to ensure the accurate production of goods
* Conducted preventable maintenance on process line and resolved production problems efficiently to minimize downtime; Set up and ran a perforator
* Assisted maintenance personnel when needed; maintained proper production numbers for inventory

**Guard One Protective Services | Fort Mill, SC Jan. 2014 – Sep. 2015**

**Operations Supervisor | Patrol Supervisor**

Served as second in command to the operation's manager. Maintained a weekly schedule, and keep overtime below 1%. Ensured all employees understand the upcoming schedule. Maintained good relations with clientele.

* Charged with supervising all employees and sites, as well as providing support when requested; filled any shift that may come open without using overtime
* Trained and evaluated new patrol and site supervisors on all duties about their position; conducted retraining per client instruction
* Developed protocol for Verizon's Field Force Manager program upon start-up; continuously sought ways to not only improve security but also to innovate the way security was being implemented
* Responded to alarm notifications from various clients; restocked paperwork that is vital to a post's operation
* Utilized Excel and other Microsoft Office programs extensively in order to schedule employees, communicate orders with location, submit billing and payroll paperwork, as well as manage fleet capabilities
* Responsible for over 100 employees, weekly average of 40 sites, 3,200 weekly onsite hours, scheduling, company fleet, and client retention and interaction

**U. S. Marine Corps | Various Locations Dec. 2007 – Oct. 2012**

**Section Leader**

Designed and implemented risk management plans from concept to completion in complex and austere environments, and formulated detailed lessons learned reports that enabled the effective sustainment of implemented risk management controls; resulting in a reduction of risk-related attrition by ~90%.

* Supervised and led an administrative team of Marines who had no previous experience. Educated, mentored, and created a hands-on training regiment, so that we would efficiently and effectively meet the criteria needed for mission accomplishment.
* Conducted wide-scale reconnaissance and surveillance operations, and provided intelligence to the commander; worked as a member of a Team both on the ground and in-vehicle operations
* Managed the accountability, serviceability, and maintenance of U.S. Government vehicles, weapons, and equipment valued at over $1M while maintaining an Operational Readiness Rating of 100%
* Monitored and identified potential security threats and maintained security of the premises; maintained protective formations during movement and operated vehicles and weapons safely
* Devised and implemented a Standard Operations Procedure using Microsoft Word that was adopted throughout the organization; developed a training plan for military team drills and physical fitness exercises
* Relied heavily on Excel in order to update unit capabilities on a unit hosted website

**EDUCATION | CERTIFICATION**

**Infantry |** U.S. Marine Corps || **Savvy Coders |** Python and Data Analytics

**University of Michigan** |Intro to Python | Python Data Structures

**ICAgile** | ICAgile Certified Professional

**TECHNICAL COMPETENCIES**

**Software:** Microsoft Office Suite 365 | SharePoint | VS Code | GitHub | VS Code | SQL | Python

**Operating Systems:** Mac | Microsoft Windows