



Joseph Nota

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OPERATIONS ANALYST

A versatile, innovative professional who evaluates a company's operations and makes recommendations to improve operational efficiency. Develops and implements changes and new procedures based on the thorough review and analysis of current policies, resources, operations, processes, and procedures. Analyzes complex data sets, identifies shortcomings or opportunities, and works with management and employees to implement changes. Advises staff on all levels and develops new processes and workflows to enhance operations. Builds and leads peak-performing teams and heads large-scale projects to ensure continuous improvement, enhance the value chain, and increase customer satisfaction.

SIGNATURE COMPETENCIES

Operations Management	Business Analytics	Adaptability
Data Analysis	Data Mining	Dashboards
Strategic Improvement	Power-Bi	Decision-Making
Business Intelligence	Account Management	Communication

TECHNICAL PROFICIENCIES

Microsoft 365, Sales Force, Excel, PowerBI, Access, Tableau
Mainframes, SQL, SSMS, BIC, EFI Radius, QlikView, CRM

PROFESSIONAL EXPERIENCE

International, Inc. (Navistar), Lisle, IL **Dec 2024 – Present**
Sales Administrator / Coordinator – Freelance

C-P Flexible Packaging, Norcross GA **Nov 2023 – Sep 2024**
ANALYTICS CONSULTANT – Freelance

Sonoco, Elk Grove Village, IL **Jan 2014 – Nov 2023**

SALES & OPERATIONS ANALYST

- ▶ Develop analytical models, trend analysis, and KPI dashboards to measure all aspects of financial, manufacturing, and sales initiatives.
- ▶ Analyzes data and information to identify business opportunities.
- ▶ Works closely with executive management to achieve outcomes based on company goals.
- ▶ Recommends and updates policies/procedures to improve performance.
- ▶ Generate and analyze statistical plant performance data to help identify areas of process improvement; identified and isolated \$133K in production waste; subsequently reduced the waste by 40%.
- ▶ Collaborates with departments to improve cost-effectiveness across all platforms.
- ▶ Creates monthly reports to management on key findings and assessments.
- ▶ Identified a loss in changeover on a specific piece of equipment; implemented an improved process that saved \$120K in the first year.
- ▶ Provides key support for the implementation of the new EFI Radius software.
- ▶ Developed and coordinated legal/compliance, operational controls, and associated metrics to measure success; engaged with teams to align solutions and toolsets.

Caterpillar Inc., Peoria, IL

Jan 2012 – Jan 2014

SALES COVERAGE CONSULTANT/MARKETING SPECIALIST

- ▶ Collaborated with Caterpillar dealers to optimize their marketing and sales force structures and assisted them in improving their internal processes to improve participation, revenue, and profitability.
- ▶ Perform onsite coverage studies for both machine and aftermarket sectors throughout North America.
- ▶ Developed marketing capabilities to expand the dealership's reach, recommended staffing levels, and trained/coached inside sales teams.
- ▶ Provided statistical documentation that established baseline and performance criteria for salespersons and departmental performance.

Patten Caterpillar, Elmhurst, IL

Jan 2010 – Jan 2012

ASSET AND SALES OPERATIONS MANAGER

- ▶ Provided business operational support to the dealership's sales force and supervised the Asset Fleet Administration group.
- ▶ Maximized the productivity and effectiveness of the sales team, managed operational and customer-related programs, and provided strategic sales insight/analysis to improve go-to-market effectiveness.
- ▶ Accountable for equipment budgeting and forecasting, performance metrics, pricing support, reporting and analysis, process improvement, deal analysis for gross profit calculation, and commission compensation.
- Offered oversight and stewardship of the corporation's \$50M, 500-piece Caterpillar construction fleet.
- Collaborated with other Caterpillar functional areas to ensure tools, programs, and resources were efficiently integrated across the sales organization.

Associated Equipment Distributors, Oak Brook, IL

Jan 2008 – Dec 2009

FIELD MANAGER/BUSINESS DEVELOPMENT

- ▶ Duties included local and national dealer engagement, promoting the use of all products and services, and managing initiatives related to the dealer's network development.
- ▶ Created, organized, and provided ongoing development of local equipment dealer alliances and task forces.
- ▶ Enlisted AED member dealers in defined geographic areas to participate in active local dealer groups and helped them implement "grassroots" programs to solve local issues and workforce development needs.
- ▶ Maintained close relations with the dealer principals to enhance their ongoing success and to preserve the vital communication link needed for AED organization to influence market conditions and business trends effectively.

New Holland Construction, Carol Stream, IL

Jan 1997 – Dec 2007

GENERAL MANAGER INSIDE SALES AND DISTRIBUTION

- ▶ Consistently achieved and exceeded wholesale objectives by implementing solid business practices and monitoring techniques.
- ▶ Created and managed budgets, and improved revenue.
- ▶ Successfully transformed the inside sales team from an order-taking function to a proactive problem-solving unit.
- ▶ Maintained "just-in-time" inventory levels at ports of entry along with acceptable dealer inventories nationwide.
- ▶ Analyzed accounting and financial data.
- ▶ Developed and implemented strategic sales programs designed specifically to target regional conditions nationwide.

EDUCATION & CERTIFICATIONS

Business Administration Studies – Eastern New Mexico University
Six Sigma Green Belt Certification
Statistical Analyst Training
Services Marketing Training
Essential Facilitation
Sandler Sales Training