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**MATERIALS LEADER | SUPPLY CHAIN DIRECTOR**

*Supply Chain ~ Purchasing ~ Production Scheduling ~ Capacity Management ~ Lean Manufacturing  
Inventory Control ~ Continuous Improvement ~ Materials Planning ~ Budgeting ~ Forecasting ~ Kaizen  
Supplier Relations ~ Contract Negotiation ~ Project Management ~ New Product Development*

Entrepreneurial, results-driven **Materials Director** with extensive experience leading all aspects of supply chain management from new product development and procurement to production planning and warehouse management. Combines business development and operations experience to cultivate strong business relationships and strategic plans that drive productions which exceed customer expectations.

- **Business Leadership** – Possesses global vision to see processes as a whole and recognize impact across an organization. Develops comprehensive solutions and takes calculated risks that align with changing business demands and goals.
- **Continuous Improvement** – Leverages extensive training in kaizen and Lean methodologies to identify areas for improvement. Implements Kanban, poka-yoke, and vendor-owned inventory programs as well as streamlined workflows to drive efficiency and cost effectiveness.
- **New Product Development** – Collaborates with cross-functional teams to develop new products based on customer feedback and bring ideas to fruition. Excels at sourcing parts, materials, and equipment necessary to stand up new production lines and manufacturing facilities.

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**HIGHLIGHTED PROFESSIONAL EXPERIENCE**

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**Supply Chain Director****2019 – Present**

Spearheads on-time delivery improvement efforts for medical device manufacturing facility. Oversees supply chain function including purchasing, planning, logistics, shipping and receiving, and material handling operations. Manages a team of 19 direct reports. Indirect procurement fully supporting 4 sites.

- Drives strategic initiatives to improve inventory health, mitigate back orders, optimize logistics, and implement sustainable value stream improvements.
- Reduced employee turnover in supply chain operations and transitioned the team to working remotely during pandemic without sacrificing quality or service.
- Manages key performance indicators (KPI) for assigned departments and develops cost-effective solutions to resolve DC process errors and enhance on-time delivery.
- Generates daily reports for executive leadership regarding inventory supply and back orders; develops action plans to optimize inventory turns, costs, and working capital.
- Coaches and mentor team members to enhance performance, productivity, leadership, and problem solving skills while supporting career advancement.
- Collaborates with the corporate procurement team to ensure yearly PPV and PPV funnel building goals are met.
- Achieved highest employee engagement score in entire supply chain organization of 4.62 using Gallup Q12 methodology.
- Commodities include: electronics, plastics, resins, molded/machined/fabricated parts, chemicals, fabrics, paper/fiber, packaging, castings, wire/cable, secondary processing, sterilization, transportation, capital equipment.

**ConMed Corporation, Utica, New York**

**Inventory and Distribution Project Manager**

**2022 – 2023**

Manage inventory and shipping projects at the request of CEO and CFO, including WMS post-implementation corrective actions. Create action teams to mitigate specific issues including addressing shipping backlog, increasing inventory accuracy, implementing inventory cycle counts, and working closely with internal and external financial auditors to ensure project stability.

- Participate in warehouse management system implementation (WMS).
- Manage WMS inventory conversion at 2 sites.
- Direct 3 physical inventory projects including 2 wall-to-wall inventory counts, including 170 participants at the domestic DC.
- Lead 7 shipping task force teams at the domestic DC to increase shipping throughput by 50%.
- Coordinate RGA program to speed throughput of returned goods back to manufacturing sites for processing.

**Enviva, Bethesda, Maryland**

**Capital Procurement Manager**

**2018 – 2019**

Coordinated planning, organization, and procurement of capital equipment and construction services for diverse capital projects. Collaborated with project managers regarding decision making to ensure consistency, cost-savings, and timely completion of projects. Promoted within 4 months of service.

- Directed competitive bid procedures, managed vendor qualification, and negotiated contracts, services, and warranties aligned with project goals and equipment needs.
- Facilitated expediting of equipment and services based on project progress and deadlines. Managed change order process in conjunction with contract managers and corporate counsel.
- Closed out contracts compiling required documentation verifying all supplier obligations were met, warranties were in place, claims were settled, and invoicing was completed.
- Secured proper approvals and guaranteed all documentation was in compliance with contract terms including letters of credit, certificates of insurance, and delivery notices.
- Identified cost savings opportunities and implemented improvements to standardize processes, procedures, products, and systems.

**Ingersoll Rand Winch and Hoist Division, Seattle, Washington**

**Materials Manager**

**2000 – 2005**

Led multiple departments including Purchasing, Inventory Control, Warehousing, Materials Planning, and Shipping ensuring smooth manufacturing material flow and on-time delivery. Served as Acting Plant Manager during manager absences due to exceptional knowledge, experience, and leadership. Supervised a 45-member supply chain team.

- Decreased warehouse space by 45% over two years through elimination of obsolete inventory and improved purchasing and control processes. Generated significant cost savings through closure of one warehouse and reduced backstock.
- Mentored staff and coordinated training to drive performance, productivity, and professional development.
- Optimized materials management activities and devised strategic plans to facilitate full scope of fulfillment process.
- Supported buyers in negotiating competitive agreements with supplies and developing cost-effective procurement options.

**Genie Industries, Redmond, Washington**

**Materials Manager (New Product Development)**

**1996 – 2000**

Directed materials management as part of a cross-functional new product development team for the world's largest manufacturer of personnel lifts. Collaborated with diverse departments to bring new product initiatives to fruition. Oversaw 4 buyers as part of a 30-member team.

- Sourced all parts and materials necessary to build new products; secured cost-efficient pricing agreements and supplier contacts.

- Purchased equipment and machinery for newly built manufacturing plants to bring product plans into production.
- Championed small team in acquiring competitor quotes to facilitate renegotiation of \$1.5B combustion engine contract with Ford Motor Co. Achieved price reductions for all motors used across the entire product portfolio.
- Implemented kaizen events for continuous improvement to optimize production processes.

**Ford New Holland (Fiat), New Holland, Pennsylvania**

**Buyer/Analyst (New Product Development)**

**1993 – 1996**

Sourced materials for new product lines and capital equipment to build out factories and production lines to accommodate expanded product portfolio. Participated in focus groups, sales presentations, and product road-shows to gain customer feedback for new product development and enhancements.

- Coordinated supply chain processes including Kanban, milk runs, and supplier-owned inventory at new facilities to reduce warehouse space, streamline production, increase cost-savings.
- Leveraged Lean Six Sigma and kaizen methodologies to improve efficiency and productivity in production facilities.
- Established local supply base for short lead-time parts to meet business demands.

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**PROFESSIONAL EXPERIENCE**

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**Farmers Insurance, Hartland, Michigan**

**Agent**

**2015 – 2018**

Purchased underperforming site and turned around business operations into a profitable all-lines insurance agency. Established uniform policies and procedures to enhance customer service and streamline operations. Managed a team of 3 direct reports.

- Partnered with clients to determine appropriate insurance coverage to meet individual and family needs. Developed comprehensive solutions and prepared policies aligned with industry standards.

**Archer Family Properties LLC, East Lansing, Michigan**

**President**

**2009 – 2015**

Owned and operated a residential property investment company with a portfolio of 22 residential units. Negotiated purchase, sale, and rental agreements based on current market and property values.

- Secured contractors for remodeling, renovation, and capital improvement projects.

**Northwest School of Animal Massage LLC (NWSAM), Redmond, Washington**

**Chief Operating Officer**

**2005 – 2009**

Spearheaded business operations transforming small business idea into a multi-million-dollar organization with 8 facilities across North America. Oversaw web development to promote animal massage training program and secured necessary state licensing approvals for operation.

- Increased operating revenue by 500% through online course development.

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**EDUCATION**

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**Master of Business Administration (MBA) in Supply Chain Management**

Michigan State University, East Lansing, Michigan

*Minor in Operations; Coursework in Purchasing*

**Bachelor of Arts in Communications**

Michigan State University, East Lansing, Michigan

*Minors in Japanese and Mathematics*

