

Jack Little

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Profile

Mature professional with 20+ years' experience in various operational departments across multiple industries seeks a challenging position. Can fit into and be an asset to virtually any aspect of any operation. Available Full-Time or Part-Time, depending on job specifics.

Long-term record of accomplishment in Service Management, Personnel Management, Scheduling, Sales, Inventory and Parts Management, Warranty Management, Shipping and Receiving, Parts and Supply Acquisition, and complex, ground-up IT Systems Integration and maintenance, including Production and Fulfilment platforms.

Highly adept in all aspects of computer use, with a very short learning curve.

Flexible and versatile – can apply skillset as needed across all departments. Proven team member who rises to the assigned need and thrives in deadline-driven environments. Welcome complex challenges.

Skills Summary

.. Project Management	.. Lift Operations	.. Shipping and Receiving
.. Report Preparation	.. Computer Savvy	.. Accounting/Bookkeeping
.. Correspondence	.. Customer Service	.. Front-Office Operations
.. Warehouse Operations	.. Scheduling	.. Record/Time Keeping
.. Machine Tool Ops	.. Internet Presence	.. Inventory/Invoicing Control

Computer Platforms

.. Windows (XP thru 10+)	.. Quickbooks PRO
.. Windows Server	.. Toplevel DM/POS
.. Microsoft Word	.. Commander-Invoice/Inventory
.. Microsoft Excel	.. FSM Inventory & Invoice
.. Microsoft PowerPoint	.. Dockmaster
.. Microsoft Outlook	.. Sys2K DSM – Parts/Service/Schedule
.. Microsoft Publisher	.. UPS, USPS, Fedex, DHL Shipping Portals
.. Reynolds & Reynolds	.. J.I.M.B.O. Production Process Control
	.. Saddle Oaks Software (Inventory/Prod)

Professional Background

- .. 2018- · **Production Control – Twin Vee Powercats, Fort Pierce, FL.** Designed and integrated Windows based Production and Inventory Control System utilizing Saddle Oaks Software (SOS Inventory 7.X). Built inventory components into Assemblies, created Build sequences for Production, Assembly Pick-Tickets and Job-by Job Bills of Material.

- .. 2017-2018 • **Parts Manager, Novurania of America, Vero Beach, FL.** OEM builder of production and semi-custom boats ranging from 15 to 38 feet. Supervised complete parts room re-organization and daily operations including ordering, receiving, stocking, allotting and issuing parts/inventory to 30+ marine technicians as production process required. Interfaced with over 500 vendors and suppliers.
- .. 2010-2017 • **General Manager, GAA, Vero Beach, FL.** Ammunition Manufacturing and Gunsmithing. Machine Shop operations including Mills, Lathes, Saws, Surface Grinders, etc. ATF Record Keeping and Shipping and Receiving of firearms & ammunition in accordance with *strict* ATF guidelines. Utilized Quickbooks for Invoicing and Payroll. Managed Parts Dept & warranty claims for multiple OEM's.

Professional Background (Cont.)

- .. 2005-2010 • **Yardmaster, River Forest Yachting Center, Stuart, FL.** Marine service center for motor yacht storm emergency response, storage, repair and re-fit. Key member of team that built the 17 acre facility from the ground up. Evaluated, presented and implemented initial Bookkeeping System and then integrated Quickbooks and FSM Marine Center Management Program. Upon opening, supervised all aspects of service, scheduling, inventory issue and control and Shipping and Receiving operations. First year service revenues exceeded \$500k departmental goal, increased to \$720k in third year. Studied, evaluated, designed and implemented hurricane emergency hauling procedures.
- .. 2002-2005 • **Service Manager, Riviera Beach Yachting Center, Riviera Beach, FL.** Marine service center for large motor yacht storage, repair and re-fit. Coordinated technician service, warranty management, ordering and issue of parts & inventory, Shipping and Receiving. Coordinated multiple hurricane emergency haul outs. Utilized MarineSoft and Reynolds & Reynolds software.
- .. 1998-2002 • **Manager – Powerboat Division, Eastern Yacht Sales, Riviera Beach, FL.** Management of small powerboat division of large Sailboat Company, including Sales, Service, Warranty Management, Inventory Control and Shipping and Receiving for large marine parts department. Increased powerboat sales by 29%.
- .. 1991-1998 • **General Manager – Recycling Alternatives, Orlando, FL.** Operations Manager for 1000+ ton per month Recycling Centers. Sorting and packaging of materials including Cardboard, Paper, Aluminum, and Glass. Directed Shipping and Receiving utilizing various methods, including Truck and Rail Freight.

More detailed job history information available upon request.