

TAYLOR BURROWS

OBJECTIVE

A challenging growth opportunity in a collaborative environment with a high-energy, customer-focused, quality centric, outcome-oriented Product Development Team.

SKILLS, ABILITIES & EXPERIENCE

Advanced knowledge of project management principles and the ability to organize and maintain an efficient, transparent and orderly projects deploying best practices and continuous improvements. Dedicated to advancing to Lean Six Sigma Black belt in the future.

GENERAL PROJECT SUPPORT

Lean Six Sigma Green Belt

Fishbone Diagram

Data Analysis (R Programming, Tableau, Excel)

Benefit Effort Matrix

Value Stream Mapping

Cause and Effect Relationship Matrix

Control Charts/Forecasting

Statistical Measurement and Analysis

Ideation/Solution Generation

Piloting Solutions

Process Mapping (Current and Future State)

Assemble information for management and external contacts

PROJECT MANAGMENT

Comprehensive understanding of the Lean Six Sigma Project Management Methodology

Facilitate and manage implementation of complex customer projects accurately, efficiently, in scope and on time

- Review, prepare and maintain project scope and project timeline
- Determine key stakeholders and communication plan for project involvement

Track and maintain project progression from start to finish

- Review, prepare, and maintain project plan and verify all project milestones are met
- Communicate project plan with internal and external stakeholders to ensure buyoff and accountability

Prepare and execute regularly scheduled updates/project tollgates

- Document and communicate project milestones
- Escalate any project concerns to the appropriate party within the organization

CUSTOMER SERVICE

Quickly, thoroughly, and accurately, with the objective of providing a premium customer experience, respond to internal and external inquiries regarding project status and other related responsibilities.

PROFESSIONAL
ATTRIBUTES

- Lean Six Sigma Green Belt
- Superior planning and organization skills
- Strong understanding of business principles, High business acumen
- Highly effective communication style, w/strong interpersonal & verbal communication skills
- Ability to comprehend substantial amounts of information in a short period of time
- Ability to manage priorities and multi-task
- Good judgment, decision making, problem-solving, and critical thinking
- Attention to detail and accuracy
- High stress and pressure tolerance
- Ability to adapt to evolving goals and objectives
- Passionate about growth opportunities and continuing education
- Responds well to coaching and feedback
- Ability to work effectively in teams and an unsupervised environment
- Ability to manage and meet time-sensitive targets

TECHNICAL
APTITUDE

- Advanced Proficiency with Microsoft Office suite (Excel, Word, Outlook, PowerPoint etc.)
- Advanced proficiency with all Verisk 3E software products including 3E Insight for Chemicals, 3E Insight for Food, 3E Monitor, 3E Connect, 3E Protect, 3E Compli, JMSDS, EEExplorer.
- Proficient with office equipment, such as adding machines, calculators, copy machines, fax machines, VoIP systems, land-line telephones/switchboards, computers/tablets, and smartphones

EXPERIENCE

CLIENT SERVICES PROJECT SPECIALIST – VERISK 3E

April 2017 – Present

Engineered complex implementations of Verisk 3E's subscription-based, project-driven, compliance data solutions. Coordinated back office internal resources (technical, regulatory, operational, etc.) to successfully process workloads to on-board and maintain clients' product safety and regulatory compliance programs.

CLIENT DATA SERVICES SPECIALIST II – VERISK 3E

August 2015 – April 2017

Maintain client EHS program's based on OSHA, GHS, NFPA, HMIS, CFR, and other international regulations. Includes management of supply chain and (M)SDS chemical inventory management. Performed custom indexation of physical and chemical properties. eam management of supply chain regulatory reporting on behalf of clients.

CLIENT DATA SERVICES CLASSIFICATION COORDINATOR – VERISK 3E

December 2014 – August 2015

Evaluate Material Safety Data Sheets (MSDS) to classify retail and industry specific products for waste disposal, fire code compliance, and transportation under 49CFR, TDG, IMDG, and IATA regulations

SENIOR STAFF SCHEDULER – UNIVERSITY OF SAN DIEGO, EMPLOYEE

September 2010 – December 2014

Managed team of other employees. Aid onsite and offsite groups in scheduling and planning major events on campus.

EDUCATION

UNIVERSITY OF SAN DIEGO, SAN DIEGO, CA, BACHELOR'S DEGREE

UNIVERSITY OF VIRGINIA, SEMESTER AT SEA, STUDY ABROAD (GENERAL COURSEWORK)

XAVIER COLLEGE PREPARATORY HIGH SCHOOL, PALM DESERT, CA, HIGH SCHOOL DIPLOMA

REFERENCES

AVAILABLE UPON REQUEST