

Project Coordinator Project Coordinator Project Coordinator - Robling Medical, Inc Wendell, NC
Authorized to work in the US for any employer Work Experience Project Coordinator Robling
Medical, Inc 2019 to Present Manage transfer of new business to production; increases/changes to
existing production lines Manage project schedules, tasks, and communications in a medical
device manufacturing environment Coordination of projects for multiple departments: Engineering,
IT, Quality Engineering, New Product Development, Operations, Manufacturing, and Facilities
Management Experience within warehouse, development, planning, quality assurance, document
controls, and other aspects of strictly controlled production facility Provide deskside IT support
Supervised temporary manufacturing night shift of 20+ associates to meet production levels Project
Specialist Gexpro/Rexel 2018 to 2018 Supply chain, procurement, and logistics management
Managed over \$1 million of inventory On-site consignment warehouse for electrical contractors at
bio-pharm construction site Owner/CEO SouthernFit, LLC 2014 to 2018 Performed all procurement
activities for small business Performed all Accounts Receivable/Accounts Payable actions
Evaluated a non-profitable business upon purchase: Evaluated the business plan, marketing plan,
staffing, previous financial statements, status of customer service/relations to develop new plans
directed toward a successful outcome of all mentioned areas Developed new directional business
plan for all subject areas Created new Standard Operating Procedures, policies for staff and for
customers Developed and implemented new marketing and advertising strategies resulting in an
increase in product knowledge by the customer base, increased membership totals by 178%, and
increased member retention by nearly 160% Trained, developed, and mentored a professional
staff; improved quality of experience of members noted by unsolicited feedback, as well as survey
results and social media reviews Recuperated a financially negative business; established a
financially profitable business prior to sale Manager, Tier 1 IT Support Desk HCL America, Inc 2012
to 2013 Managed staff of 35 technicians for support of 28 companies and 127 programs for
24/7/365 support coverage Maintained above a 4 out of 5-star level customer service rating while
handling over 400 incoming calls per day Combat Medic North Carolina Army National Guard -
Raleigh, NC July 2008 to July 2012 Raleigh, NC (Operation Iraqi Freedom: 2009 - 2010) Assisted

in developing an Aviation Medical Center from an empty building to a functioning trauma center ?
Procured all equipment for 4 Medics and 1 Flight Surgeon to provide medical care for over 1100
soldiers Received Army Achievement Medal for actions during and after a natural disaster during
training Received Army Achievement Medal for developing and administering a tobacco cessation
program while deployed to Iraq Received Army Commendation Medal for other actions in Iraq
Territory Sales Representative Carolina Optics, Inc 2007 to 2008 Maintained and increased
Government accounts in Atlantic Region: Ophthalmic and optical diagnostic equipment Called on
ophthalmologists and optometrists in the region while representing multiple manufactures of
equipment Installed equipment, and trained medical staff to properly use and care for equipment
Provided preventative maintenance on-call services Education Certification Grantham University
2017 Bachelor of Science in Multidisciplinary Studies Grantham University 2012 MBA in Project
Management Grantham University Skills Project Management, Excel

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