

Operations Manager/ Project Manager Operations Manager/Project Manager Bayfield, CO Work Experience Operations Manager/ Project Manager Ska Fabricating September 2016 to December 2017 Primarily tasked with database development to integrate all internal departmental operations from granular tracking production processes to customer relations from presales to shipping. Managed and scheduled install/repair technicians field assignments, weekly production scheduling and coordinated with sales staff to determine future production forecasting. Responsibilities also included coordinating with Production Manager with troubleshooting production issues, stocking of materials for in-house production as well as replacement parts for customers. Developed internal Knowledge Base to enable staff to efficiently diagnose and resolve customer issues relating to product operations. IT Manager Crossfire LLC - Bayfield, CO February 2015 to March 2016 Responsibilities included building an IT department from the ground up; hiring, training, development of policies and procedures, budgeting, sourcing, contract negotiations with various vendors and service providers. Managed staff across four states and coordinated with 8 office managers in district offices to provide necessary IT resources and systems for critical daily business operations. Education Master's ABD in Forestry/Hydrology University of Minnesota-Twin Cities - Saint Paul, MN January 1994 to July 1996 Bachelor's in Political Science Grand Valley State - Allendale, MI September 1982 to June 1987

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