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**Roger Varey**

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**System Administrator**

**SUMMARY**

Computer System Administrator with over 25 years experience providing technical assistance to business professionals. Demonstrated ability to integrate computer skills, business experience and customer support experience to exceed technical, business, and customer requirements. Skilled at troubleshooting and fixing problems while minimizing customer stress levels and optimizing operational efficiencies.

**SKILLS**

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|          Microsoft Networking (AD/DNS/DHCP) |          Microsoft Windows (XP/2003/7/8/10) |         Microsoft Exchange |
|          System Maintenance |          Nortel Telephone System |          Card Access Systems |
|          Security Camera Systems |          Trouble Shooting |          Component Repair |
|          Customer Service |          Training |          ERP Implementation |

**EXPERIENCE**

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| Altius spices & Seasonings Inc., Baie d’Urfe, QC | 2009 - Present |

**Director of IT**

Assist personnel with hardware and software problems, troubleshooting of desktop and network issues to resolution. Perform maintenance of peripherals and computer networks, telephone system, office equipment and production equipment (line printers, labeling software, print & apply machines). Install operating systems and software applications. Manage and maintain ERP software, Server 2003 network, daily backups, telephone system, and building security card access system Train new and existing personnel on ERP system and various other software.. Successfully completed a company move to a new location, all users and equipment were functioning within 1 weekend.

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| Encore Gourmet Inc, Baie d’Urfe, QC | 2004 - 2009 |

**IT Support (2008 - 2009)**

Assisted with the implementation of a new ERP system. Completed implementation in 5 months. Migrated data from the old system to the new ERP. Trained users on the new ERP system. Modified reports to meet company requirements. Assisted personnel with hardware and software problems, provided troubleshooting and resolved issues quickly and efficiently.

**Inventory Manager (2004 – 2008)**

Oversee and maintain all aspects of inventory and all transactions affecting inventory. Responsible for managing and approving a continuous cycle counting program to increase efficiencies and ensure accurate inventories, including planning, executing and reconciling discrepancies during the annual physical inventory.

Responsible for warehouse receivers, forklift order pickers and warehouse inventory manager.

* Organized and maintained a particularly problematic manufacturing area to ensure efficient delivery of packaging and raw material to production.
* Organized and oversaw the transition of stock in the main warehouse which included overseeing the movement of approximately 1500 pallet locations. The result was better forklift travel flow for both finished goods and raw material which improved efficiencies of order picking and shipping/receiving.
* Assisted with the implementation of Lot Control to certain finished goods which allowed for a more detailed control of the inventory and ensured 100% accurate outbound shipments.
* Maintain inventory in two offsite warehouses in the United States which allowed for a more efficient delivery of FDA restricted goods to our clients in the United States.
* Member of the software super user group which oversaw all requests for changes or upgrades that were requested by users.
* Identified problems with a key purchasing requirements report and was responsible for communicating all needs and changes with the software manufacturer. Responsible for all testing of changes to the report which allowed for more accurate purchasing and planning of subcomponent manufacturing and overall inventory levels.
* Assist Quality Control with any FDA or C.F.I.A audits of suspected contaminated products.

CenturyVallen St. Laurent, QC 1998 - 2003

**Operations Coordinator**

Purchasing and Inventory Control for a major Canadian supplier of safety equipment and supplies.

Supervised general branch operations on a day to day basis and dealt with exceptions and problem solving. Prepared monthly report for head office on branch performance detailing budget compliance, forecasts and results for purposes of planning, control and the preparation of the company’s financial statements.

Responsible for the Purchasing of all stock as needed to support sales. Previously purchased all stock that was needed in Montreal as well as the requirements of two branches in other provinces.

Responsible for Shipping and Receiving Departments.

* Successfully transitioned the branch to a new distribution software package after Kimrik was purchased by CenturyVallen.
* Maintained all computer hardware and trained all employees at the Montreal branch.

Carrier Transicold, Vaudreuil, QC 1991 - 1998

**Purchasing Manager/IT Manager**

Purchasing and inventory control of raw materials for the production of transport refrigeration units. Duties included daily reporting to the Plant Manager on the status of purchased components and assisted with the planning of production and monitoring of deliveries to customers.

Maintained and updated all computer hardware and software applications for each user’s specific need utilizing up -to-date technologies. Assisted all departments with training and trouble shooting

* Assisted with the implementation of a fully integrated MRP II system, a Novell Lan and support software. Assumed total responsibility for the network and MRP software in May 1993.
* Provided input to the adoption of KANBANS, JUST IN TIME and DEMAND FLOW concepts which were implemented and resulted in higher inventory turns, accelerated manufacturing processes and improved customer service.