

ANDREW D. KHU, MBA  
3601 SW River Pkwy., #417. Portland, OR 97239  
andrewkhu@hotmail.com  
Phone: 503-567-4250

## **PROFILE**

Experienced professional with variety of experience from 5+ years of legal support to 8+ years of project management. Looking to re-enter the work force after a hiatus. Excels at building and managing relationships, building teams, and working in a multi-cultural office. Strong organizational, analytical, presentation, and communication skills.

## **EDUCATION**

Master of Business Administration Atkinson Graduate School of Business, Willamette University Concentrations: Finance and MIS	2001 Salem, Oregon
Bachelor of Arts Bennington College Concentration: Liberal Arts / Architecture and Ceramics	1993 Bennington, Vermont
Community College of the Air Force Plattsburgh AFB, NY Nellis AFB, NV	1984-1985

## **PROFESSIONAL HISTORY**

### **Professional Arms**

Portland, Oregon

2007 - 2011

Entrepreneur and Product Designer

- Developed and produced a working prototype of the Mk5 multi-caliber rifle system
- Successfully obtained the “Mk5” trademark from the USPTO
- Successfully obtained first round financing with angel investors
- Marketed proof of concept product at trade shows such as SHOT and IACP
- Worked with law enforcement agencies with the Mk5’s design and user requirements
- Managed change controls for product development and improvement
- Research and developed other products that are patent pending

### **B&R Machine**

Portland, Oregon

2006 - 2007

Machinist

- Operated manual metal cutting machines: Lathes, Mills, Electric Discharge Machines, Boring, Surface Grinders and Drill Presses
- Quality Assurance technician. Used precise testing equipment to verify accuracy of internal and outsourced parts
- Learned purchasing and supply line on the job. Used prints to order raw materials and purchased tools for jobs
- Communicated with vendors to insure supply chain is not disrupted
- Learned and became experienced in Solidworks 3D solid modeling software
- Assisted tool maker in setting up machines for operations

### **Master Systems Inc.**

Portland, Oregon

2004 - 2006

Project Management Consultant (PMP certified)

- Planned and managed software development and IT improvement projects
- Established and operated the project management office for several large IT based companies
- Analyzed problem areas with software development through interviews with developers and testers. Defined and communicated problems to stakeholders. Recommended a course of action to remediate problem areas. Developed metrics to track problems and its improvements
- Led cross functional teams of staff, contractors, clients, and vendors
- Managed projects and budgets effectively for client driven objectives

### **Fry's Electronics**

Wilsonville, Oregon

2003 - 2004 (Part Time)

Computer Repair Technician

- Troubleshoot and repaired PCs
- Installed PC components and upgraded PCs.
- Backed up and restored data on customer machine
- Use test equipment for CPU, RAM, monitors, etc

### **Windermere Investment Associates**

Portland, Oregon

2001 - 2002

Manager, Performance Reporting and System Administrator

- Supervised 3 full time financial analysts, 4 full time outsourced analysts and 2 consultants
- Presented and met face to face with high net worth clients
- Managed programmers to develop a financial reporting software package.
- Contributed to the growth model of the company by managing the outsourcing of the reporting department while developing and installing an in-house financial reporting software system

- Managed, tracked and resolve issues from the new reporting software
- Installed, maintained and upgraded servers, intranets and websites
- Setup all work stations with PCs. Installed applications, and logons to servers and emails

**Willamette University**, Atkinson Graduate School of Business

Salem, Oregon

2000 - 2001

Teaching / Research Assistant

- Taught a 15-week financial economic modeling class to 25 MBA students using MS Excel
- Assisted Professor Dothan with his academic paper by creating futures trading models. Ran computer model simulations with historical and real time commodities trading data. Created and maintained databases in MS Access

**Mayer, Brown & Platt**

Los Angeles, California

1995 - 1999

Library Assistant

- Researched and compiled public information for litigation and business cases
- Assisted attorneys and paralegals in finding relevant materials for legal research
- Maintained the library's PCs and database. Troubleshoot and upgraded hardware and software as needed.
- Processed invoices and track accounts payable for library's books
- Ordered, labeled, and entered data for books and media into the library's tracking system
- Performed interlibrary loans with public and private libraries

**Morgan, Lewis & Bockius**

Philadelphia, Pennsylvania

1994 - 1995

Paralibrarian

- Provided on-line and traditional research assistance at the library reference desk
- Assisted attorneys and paralegals for online research in specialized legal databases
- Performed daily database backup and maintenance

**United States Air Force**

Plattsburg AFB, NY and Nellis AFB, NV

1984 - 1987

Electrical Power Production Specialist / Aircraft Arresting Barrier Specialist

- Maintained and repaired aircraft arresting barriers. Fighter and light bomber aircrafts use their tail hooks to safely land when their aircrafts during emergency landing situations
- Maintained and repaired electrical power generators at critical facilities on and off base
- Secret clearance and US citizen
- Discharged honorable