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| Jeff Richey | | |
| 2065 SE 44th Ave.#137 • Hillsboro, Oregon  97123 | | |
| (503) 927-9104 | | |
| [jeffrichey73@yahoo.com](mailto:jeffrichey73@yahoo.com) | | |
| Career Focus | To continue my successful 13 year career in Manufacturing and Logistics. My result-oriented and proven skills have allowed me to confidently and effectively handle a diverse fast paced environment. | |
| Experience Summary | * Direct Daily Operations while Maintaining full Responsibility for Operational Performance, Shipping & Receiving and Asset Systems * Company-wide Inventory Maintenance of all Products and Development of Department Annual Budget * Introduced New Employee Orientation and Individual Training. Company Liaison for Employees/ Morale Building/Staff Loyalty * Inducted Into The Oregon OSHA “STAR” Certification Program | |
| Education | **A.A, Business Administration**, Portland Community College, Portland, OR |  |
| Various Management Training Courses, Portland Community College | On- Going Training |
| Professional Experience | **CNC TURNING CENTER/SCREW MACHINES/ASSEMBLY** – **Leupold & Stevens, Hillsboro, OR**   * Provides work direction and leadership to assigned personnel. * Apply Lean manufacturing concepts to daily operations to improve flow and efficiency while removing waste for a more cost effective department. * Work with upper management and the Safety Department representatives to insure proper safety procedures and rules are abided by. * Maintains targeted Quality, Safety and Production output levels while keeping within budget and meeting customers’ demands | 9/2009 – 10/2011 |
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|  | **Etch & Photolithography/Finished Goods** – **IDT, Hillsboro, OR**   * Developed and recommended measures to reduce costs and improve production methods, equipment performance and product quality. * Participated in project management to ensure efficient handling of projects. * Implemented and administered effective maintenance programs for all equipment and facilities, utilizing Lean Manufacturing concepts. | 2/2008- 2/2009 |
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|  | **Final Assembly/Shipping & Receiving/Logistics** – **MasterBrand Cabinets, Hillsboro, OR**   * Lead production and production scheduling to ensure cost effective and timely flow of product through plant. * Drove continuous improvement within the workforce through mentoring and coaching by using Lean Manufacturing techniques. | 3/2005- 9/2007 |
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|  | **Fabrication/R&D/Quality**  **- White Electronics Design Cooperation, Hillsboro, OR**   * Scheduling and responsibility of daily production requirements * Oversee/maintain quality metrics and development of new processes * New product introduction with multiple department responsibility * Develop Department annual budget and be consistent within Company goals | 4/1997- 3/2005 |
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| Computer Skills | • Microsoft Office Suite • QuickBooks • Kronos Payroll • Logistics Software • PC and Macintosh • MRP/ERP/SAP/AS400 Software • ORACLE & SPC | |