Bethany B. Griffin

(804) 339-6891

Bethanyjeanbg@gmail.com

Education:

Georgia Institute of Technology - Atlanta, GA

Bachelor's of Industrial Engineering

University of Richmond

Full Stack Coding Bootcamp

February - August 2022

Experience:

Suez WTS - Richmond, VA

Supplier Quality Engineer – August 2018 - Present

- System Administrator for Intelex
- Developed, programmed, and implemented new modules in the software
- Led worldwide team implementing quality data aggregation software
- Developed and programmed software modifications to meet multiple stakeholders' needs
- Developed implementation strategy for multiple modules of new software platform across different business platforms and cross-regionally
- Integrated software with former General Electric locations
- Trained multiple roles in multiple locations on the new software, remotely and on site
- Developed and documented procedures for various tasks throughout the organization
- Developed and implemented Supplier Diversity Program
- System Admin for QMS
- Developed and implemented PowerApps for various quality applications
- Created and documented work instructions for numerous assignments company wide
- Maintained workforce forecast monthly for the sourcing department
- Mapped several processes to aid in the merging of Suez and GE Water processes
- Coordinated Kaizen event to reduce the time taken to procure parts in the field during commissioning and warranty processes
- Became an expert user and created training materials for a new savings tracking program.
- Analyzed AP processes and rejection of invoices to improve accounts payable turnaround.
- Lead team to develop standardized Bill of Materials including methodology for standardized labeling supplier material for improved tracking
- Tracked the purchase order from creation to delivery including tracking the progress of the order through various report and communication, communicating regularly with the project team, coordinating inspections, and coordinating deliveries
- Reviewed supplier quality documents against client specs for accuracy and compliance
- Compiled Supplier Quality Books including all quality documents from every supplier across the project
- Prepared transmittals to both the client and the suppliers
- Maintained list of all required quality documents and ensured their delivery from the suppliers

Math Teacher - Prince George and Chesterfield, VA

Middle School Math - January 2015 – August 2018

- Employed various techniques and differentiated instruction to address multiple learning styles

Perdue Farms - Prince George, VA

IT Supervisor - December 2001 – September 2002

- Supervised IT team to support 24-hour distribution center
- Trained new and existing employees on all systems
- Led a warehouse team in redesigning the storage and picking system
- Maintained databases and necessary reports
- Helped implement new receiving software program
- Provided hardware and software support to entire plant including barcode scanning equipment

Tekmark Global Solutions - Richmond, VA

Implementation Team Lead/Trainer - August 2001 – December 2001

- Led a successful team that implemented an inventory tracking program for Weyerhaeuser Box Plants
- Trained hourly and salary employees in use of new system: accounting, scheduling, management, and the shop floor
- Tested the performance of hardware and software associated with the project and promptly corrected any issues
- Installed and tested software on handheld computers and barcode scanning equipment
- Managed and successfully reconciled initial inventory using new system and hardware
- Created reference documentation
- Managed multiple-shift schedules for training and start-up

Chesapeake Packaging Company - Richmond, VA

Industrial Engineer - June 1999 – August 2001

- Implemented new software system in a newly acquired facility including determining the initial data
- Served as a company-wide resource and trainer for the costing system, aiding sales in setting prices
- Designed and implemented cost accounting spread sheets used in determining the overhead model for several plants
- Facilitated the transition to the new software, trained employees and served as primary in house support
- Participated in start-up of new plant including the purchasing of machines, installation of machines and troubleshooting start-up
- Assisted in the development of new plant layouts for both existing and new facilities
- Developed time standards for various machines in order to accurately estimate the time needed on a machine for costing and scheduling purposes

Skills

- **JavaScript**

- **Html**
- **Css**
- **jQuery**
- **PWA**
- **SQL**
- **noSQL**
- **Database Management**
- **Software/Systems Implementation**
- **Software/Systems Development**
- **Intelex**