TOM DAVIS

4100 Overland Drive Res. Tel. (405) 318-2606

Oklahoma City, OK 73129 YouCanHireMe@yahoo.com

# PROFESSIONAL SCOPE

* 20 + years in management and technical experience in quality control, production, operations and maintenance.
* Implemented $900K capital improvement required for process improvements, cost reductions, and quality improvements by facilitating value stream map reviews, installation over sight, and start up procedures resulting in 40% more production volume.
* 5 + years as a consultant: general business consulting, business development, process development, business acquisitions, start-up companies, bridge loans, and financing; and as an intermediary to business merges, divestitures, acquisitions, and valuations - both domestic and international.
* Developed a complete QA department. Secured contractual relations with OEM Japanese assemblers as prime supplier.
* Background in managing projects in a manufacturing environment. Analysis of work processes, equipment reliability, costs comparisons and root cause analysis. Familiar with Lean, 5S, Kaizen, and quality concepts and applications such as Lean Tools.
* Excellent communication skills, able to communicate clearly and succinctly, both verbally and in writing.
* Strong leadership, cross-functional collaboration and relationship building skills with experience managing virtual teams comprised of technology and business SMEs across functional departments.
* Managed multiple tasks and priorities, analyze complex problems and suggest appropriate solutions with ability to use PM tools such as Microsoft Project, Excel, PowerPoint, Word, Visio and Project.

# EMPLOYMENT HISTORY

|  |  |
| --- | --- |
| **Maintenance: Manager, Supervisor,** Jun 06–Current  **Contractor, Instructor, and Technician** | Del Monte Food/Dean Foods/ RimStar/ Premium Pet Health/ Nestle Waters/ Prime Conduit/ University of Oklahoma/ Koax/ Ben E Keith |

* Planned, led and executed maintenance to minimize equipment downtime including daily/weekly PM/PdM, and monthly facility inspections, resulting in higher continuous production volume.
* Experienced with industrial schematics, blueline drawings and technical manuals. Maintained VFD, PLC, PID, AB, devicenet, profibus, Siemen, SCADA, and Direct logic. Familiar with pneumatic, hydraulic, pumps/valves, and mechanical repairs. Operated within NEMA, NFPA, IEE and IPC guidelines.
* Instructed, cross-trained, and developed staff to increase efficiencies, while proactively implementing, promoting and maintaining a safe working environment through diligence in accident prevention, investigation, equipment maintenance and rule enforcement.
* Communicated with engineering on a daily basis while installing major plant process upgrades, maintaining standards on PLC programming, HMI layouts, electrical drawings, communications, data collection, equipment standardization, and maintained backups of all system software.
* Managed and maintained inventory of spare parts and tools, materials, scheduling, logistics and engineering through development and implementation of CMMS.
* Reinforced ethics, values, and quality policies to build trust, mutual respect and teamwork between employees at all levels of the organization.
* Responsible for the early stages of design concepts working closely with our design team and the supply chain group to ensure project success from concept through start of production.
* Actively participated in setting, communicating and achieving department goals and objectives and developed and maintained performance metrics as required to monitor results and used those results as a tool to identify and initiate process improvements.

**Operations Manager** Nov 15-Aprl 16 Paraclete

* Managed the acquisition, repair, and transport of equipment used in the field by developing project plans, overall action items and specific deliverables.
* Responsible for due dates, costs, timescales, and resources used, and implement innovative procedures to support immediate business needs.
* Ensured solutions were developed in a scalable manner and identified opportunities to increase efficiencies and accuracy of information. Compelled to create and manage time lines; completed ad hoc projects; and hired, trained, and supervised personnel needed to achieve company goals.

**Production Supervisor** Aug 13-Oct 14 All Recycling

* Supervised production (reported to GM): allocating resources and labor, responsible for safety, work designation, productivity, discipline and hours worked.
* Maintained files on confined space permits, usage of mobile equipment, maintenance records and injury reporting.
* Promoted a quality culture by demonstrating customer focus and regularly communicating customer feedback to employees in order to facilitate collaborative problem solving, drove continuous quality improvement and ensured alignment/compliance with industry standards.
* Positively communicated the policies, practices, changes and decisions of management while fairly and consistently applying policies and practices to all employees.
* Motivated and coached employees to maintain high levels of satisfaction, productivity and quality through effectively utilizing available rewards and recognition channels to encourage and promote desired behaviors and results.
* Prepared manufacturing and tactical plans to include multi-year projections of process development necessary to achieve new product, quality, and productivity goals.
* Participates in setting budget levels for the coming year. Understands and communicates profit plan and strategic objectives to subordinates.

**Construction PM** Jun 09-Mar 11 Two Dog Contracting/Davis Builders

* General repair and maintenance of rental property. Plumbing, electrical, etc.
* Communicated with customers and their representatives, including building owners, mechanical contractors, subcontractors, and field support staff to discuss scope of project; budgets; performance; and close-out.
* Examined and reviewed contracts and estimates by performing risk analysis and developing risk plans.
* Established operation budgets for assigned projects by revising the original estimate based on validated project scope.
* Responsible for maintaining the accuracy of the forecasted cost at completion, and controlling expenses by monitoring assigned project budget.
* Created and revised project schedules including: generating tasks, estimates, dependencies; milestones, CPM Analysis; and Histogram Analysis.
* Prepared sub-contractor request for quotation’s (RFQ) including: scope statements; plans and milestone dates; specs; bonding requirements; and billing schedule.
* Received and qualified subcontractor proposals; supervises work of project assigned staff, subcontractors and installers.

**Project Manager, DB Admin,** Apr 94-May 06 SECorp/AeroTek/Computer Associates/Western Governors/Pro Services/Xcel

**WBT/CBT Developer** Energy

* Directed projects for e-commerce sites, web/computer-based training, bond analysis program, content management system, LMS, and data base applications.
* Responsible for resources and budget details, tasks, dependencies and indicative timings.
* Led software development team on a daily basis to deliver business critical software changes for websites.
* Worked closely with the product development team to ensure that product objectives were met.
* Coordinated activities of staff to accomplish both systems and business objectives for specific projects.
* Led efforts to document operational business case scenarios, process flow documentation, functional requirements and project deliverables.
* Knowledge of the internet, marketplace culture, industry applications, needs/trends, competitive offers, customer relationships.
* Ability to understand and analyze the impact of new on-line technologies and managing, estimating and pricing web-based projects.

**Business Consultant/ Analyst** *Mar-88:Mar-94* Strategic Equity/Hawkins Equity/Fillman & Associates

* Directed implementation of manufacturing processes including JIT, MRP, and document control; migration assistance into a collaborative environment, front-end applications of off-the-shelf expert systems; forecasting and analysis of marketing variables through use of software systems analysis, database development, and hardware configuration.
* Composed complex “what-if” models and make vs. buy models; analyzed effect of various proposed strategies.
* Developed decision tree matrix; acquisition target analysis and due diligence.
* Prepared balance sheets, P&L, and cash flow statements. Wrote financial analyst reports for decision making; converting analytical results into presentation form for management.
* Compiled a database of costs, competition, and user industry for ready reference.
* Ensured that the project scope, engineering requirements, environment, and business plan (volume, market share, ROI, target cost, etc.) are well understood at the early stage of the project.
* Supported the sales function by assisting with quote preparation and proposals. Implemented materials management strategy (make/buy, Kanban/MRP, master scheduling time fences, inventory levels, vendor stocking).
* Responsible for project cash-flow management: progress billing, collections support and monitoring, and resource management.
* Responsible for change order management by recommending solutions, facilitating quotes and closing orders.
* Engaged cross functional teams needed to insure ensure projects. success: Sales & Marketing, Quality, Purchasing, Planning, Global Manufacturing Processes, Human Resources, Supply Chain, Plant Management, Product Development, Post-Sales & Services & Test Engineering.

**QC Manager** Jan 83 -Mar 89 Clarion Metals/Electromagnetics Sciences/Avco Lycoming/Textron

* Analyzed work processes, equipment reliability, costs comparisons and root cause analysis.
* Familiar with Six Sigma variation reduction, lean management, value stream mapping, 5S, Continuous flow manufacturing, set up reduction, pull systems and standardized work.
* Rated methods; degree of difference through X-bar-R, I charts; cluster analysis and principal factor analysis.
* Developed sampling requirements based on qualified instrument accuracy/repeatability, measurement planning, instrument availability, and resolution and addressed rework, product design, and process.
* Wrote succinct statements that described the Corporate Quality Assurance plan.
* Implemented ongoing employee research to determine conditions that inhibited quality. Initiated quality improvement as part of the formal performance appraisal during employee review periods.
* Estimated the number of customers who defected for quality related reasons and calculated the annual profit contribution for different classes of customers who defect for quality related reasons, and retrofitted defective products from the field.
* Reviewed errors in invoicing and data flow and identified failures in pre-shipment (final audit) as due to earlier acceptance of faulty purchased material, improper machining or processing of certain component parts, production variables, related methodology, control, use of variability data, and raw material variability.
* Established sensory specifications (customers and management) trained production and process personnel, established data collection analysis and reporting systems, maintained routine activities and generated long-term programs.
* Developed strategic operating, capital, and other plans to improve effectiveness of operation.

# EDUCATION

BS in Finance at MSCD, Denver 2003.

Technical Training: Greenville Technical College, Greenville South Carolina 1995

Machine Trade Certification, Boulder Vo-Tech 1978