**Tyron Dixon**

**788 Savin Avenue West Haven, CT 06516**

**(203) 376-9729**

**TyronDixon@rocketmail.com**

**EDUCATION**

**Clark Atlanta University Southern Connecticut State University**

SW Atlanta, GA 30134 New Haven, CT 06515

MBA Candidate May 2013 BA Business Administration May 2010

Concentration- Marketing

(Transferring to SCSU)

**SUMMARY OF QUALIFICATIONS**

* Outgoing, punctual, goal-oriented, and team player
* Able to speak and understand basic Spanish
* Over 8 years of customer service experience and working with the public
* Natural multi-tasking ability and outstanding interpersonal skills
* Proficient in Microsoft suite applications (Word, Excel, PowerPoint, Access), SAP & BPCS system, type 50 wpm

**WORK EXPERIENCE**

**12/2011-1/2012 Luxottica North America**

**Sales Associate (part time)**

* Assisting customers with retail process and frame selection
* Insurance Verification and fix frames to speculation
* Patient scheduling with doctor

**2007-2011 Covidien Healthcare Corporation**

**(9/10-10/11) Logistics Coordinator**

* Planning over 100 daily product shipments
* Providing internal auditing to determine compliance of procedures and risk for error
* Planned logistics for 85% of distribution within United States
* Work flow organizer of 75 employees through 3 shifts
* Attending Kaizen events
* Cross trained Logistics Coordinator

**(4/09-9/10) EndoMechanical Team Leader**

* Managed various product lines (Rotic, Universal, EEA, & Absorbatack)
* 8-20 direct reports employees on a product line
* Conducted Kaizen event to improve line balance and efficiency by 20%
* Maintained inventory of $85,000 across two shifts
* Worked with Research and Development to launch four new reorder codes: ABSTACK10, ABSTACK20s, ABSTACK15, and ABSTACK30, which resulted in profitability and sustainability of products

**(11/07-4/09) Records Retention Archives Clerk**

* Created new box contents information form (BCIF)
* Plant liquidation records managed
* Document Storage in accordance with Covidien’s retention policy
* Wrote SOP revisions with new procedures
* Green belt Six Sigma, Lean Manufacturing experienced & Professional presentation skills course
* Safety Committee Member
* Warehousing documents storage (William B. Meyer)

**COMMUNITY OUTREACH**

**2010- Present Georgia Kings AAU**

**Assistant Coach**

* Worked alongside Head Coach of 15 young men to train and develop athletic abilities

**2007-2009 Southern Connecticut State University**

**DTP Mentor (Developing Tomorrow’s Professionals)**

* Provided positive role modeling to over 30 inner-city youth males to develop professional skills for high school graduation, college, and work force preparation
* Lead Life Skills group for discussion of various topics related to professional growth and development

**2004-2004 Connecticut Minority Supplier Development Council**

**Marketing Intern**

* Provided daily support and upkeep of contact database for confidentiality and safekeeping of information
* Worked alongside Business Marketing Manager to prepare professional presentations
* Conducted regular administrative procedures: corresponding with office personnel and clientele, answering phone calls, and filing paperwork