***Haley J. DeGray***

***49 Sergeant Avenue***

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***(413) 426-6825***

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**CAREER SUMMARY**

Highly accomplished professional whose work product demonstrates continuous improvement, attention to detail, a positive attitude, and the ability to prioritize. Self-starter with a proven track record of managing time effectively to achieve corporate goals and drive innovation throughout the organization.

**CORE COMPETENCIES**

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| --- | --- | --- |
| Microsoft Office Products | Team Leader | Change Agent |
| Standards Development | Strong Analytical Skills | Vendor Relations |
| Organized Leader and Individual | Sales Experience | Automated Systems |
| Effective Communicator | Regulatory Compliance | Materials Management |

**EDUCATION**

AS, Business Administration, Bay Path College

BS, Business Management, Bay Path College

MS, Communication and Information Management, Bay Path College

**PROFESSIONAL EXPERIENCE**

**BERNARDINO’S BAKERY, INC., Chicopee, MA: 2010-**

Assistant Office Manager

Compliance officer for Mass DEP; report accurate production needs to operations manager; maintain weekly payroll and employee records; inventory control; set up new customers in system (assign customer number, and authorize items); Process customer orders in an accurate, timely fashion; provide superior, friendly customer service; maintain accounts receivable and accounts payable; along with performing additional tasks as needed.

**BERKSHIRE BLANKET, INC., Ware, MA: 2009-2010**

Advocate for Bed, Bath & Beyond (BBB)

Monitor and analyze orders/sales information for largest customer of Berkshire Blanket. Ensure that goods are shipped from 3PL in Rancho Dominguez, CA to the customer in a timely fashion while remaining compliant with the customer’s vendor regulations. Accurately report flow of goods to sales and purchasing departments in an effort to assist with maintaining just in time inventory control. Collaborate across all departments within the organization, including sales, finance, procurement, forecasting, and operations to insure highest level of service with regards to customer satisfaction.

**INTERNATIONAL PAPER PRODUCTS CORP, Westfield, MA: 2005-2009**

Office Manager/Recycled Materials Manger

Oversee vendor relations, research and correspond with suppliers to optimize purchasing relationships to suit organizational needs. Determine what materials have resale value and set sale price; oversee the sale of all recyclable materials; manage material handlers to fill customer orders in a timely fashion; build customer relations by demonstrating strong written and verbal communications skills; meet monthly sales expectations by selling broker able materials in a timely fashion; write and implement Standard Operating Procedures for various facets of the business; prepare Chains of Custody for release of Enviro-Fuelcube® monthly Quality Assurance Program, interrupt, organize, and record analytical results of samples; coordinate fleet logistics and confirm warehouse delivery schedules; prepare and oversee state and federal documentation for a 55 vehicle fleet; process bi-weekly payroll and maintain employee documentation; manage employee benefits; administer and facilitate installation of multiple operations software packages; Organize year end documentation for submission to corporate accountant; relay daily company needs to the plant manager; coordinate and plan annual Shareholders meeting.

**COMMUNITY ACTIVITIES**

**HOLY NAME BINGO, Chicopee, MA: 1993-2005** Bookkeeper

Organize weekly non-profit bingo. Arrange prize monies for winners and prepare weekly BC2 report for submittal to the State of Massachusetts.

**SHERIDAN CIRCLE HOUSING COOP., Chicopee, MA: 2007-2008** Board of Directors Member

Attended monthly board meetings to review current issues. Facilitated tenant grievance meetings. Inspected rental units upon tenant’s termination of lease.

**LORRAINE’S SOUP KITCHEN, Chicopee, MA: 2009-Present** Volunteer/Committee Member

Clean facility and other odd jobs as needed by the organization as well as sit on the Road Race committee.