

EXPERIENCE

Production Manager, Denver Facility

Oct 2016-
Aug 2021

Rocky Mountain Air Solutions (formerly United States Welding)

- Increased productivity of Denver production facility by 10%, while reducing operating expenses by 15% over 5 years.
- Cataloged the entirety of operational supplies and vendor services for the Denver facility in Excel.
- Fulfilled purchasing for production department for 2+ years, and established relationships with vendors/suppliers.
- Managed a team of 5-12 diverse individuals.
- Trained and supervised 30+ new recruits for the entire organization and annually updated production team training.
- QA Coordinator for East division, reestablished the Medical Grade, Food Grade, and Specialty Grade compliance program in 6 months.
- Made monthly repairs and updates to the facility and equipment.

Cylinder Maintenance Manager

Jun 2014-
Oct 2016

United States Welding

- Lead process and organizational projects to reduce dead inventory by 20+%
- Managed small team of 1-2 diverse individuals.
- Traveled to 6 US based peer companies to benchmark processes, equipment, and systems.
- Increased timely production of ready to use inventory by 10+%.
- Reduced error rate of finished goods by 5%.

Customer Service Representative, AR Specialist

Jun 2011-
Aug 2016

United States Welding

- Compiled and organized lot distribution records, daily accounting reports, and accounts payable and accounts receivable documents.
- Created, updated, and proofread office and business production standard operating procedures.
- Communicated with customers over the phone and through emails to promptly and effectively handle customer billing, orders, complaints, questions, and collections.

EDUCATION

Full Stack Web Development Certification

Jan 2022
-May 2022

University of Denver, Denver, CO

- Developed a broad portfolio for work and published using GitHub
- Hands-on coding in HTML, CSS, Javascript, and Git
- Client Story Focused development, focusing on needs of the user or organization

Bachelor of Arts, Business Administration

August 2011
-May 2014

Augustana College (now University), Sioux Falls, SD

- Graduated May 2014
- Study Abroad Semester, Vesalius College, Brussels, Belgium, 2013
- International Business Focus

EXPERTISE

- Full Stack Web Development
- ERP implementation
- Quality Control
- SOP Drafting & Testing
- Team Management
- Safety and Compliance

SKILLS

- Skilled in HTML, CSS, and Git
- Experienced in Microsoft Office Software (Word, Excel, PowerPoint, Outlook, Publisher)
- Driven, self-motivated, quick learner
- Effective public speaking and communication skills
- Critical thinking and leadership ability
- Strong time-management and goal-oriented mindset
- Excellent written and spoken English
- Eagle Scout
- Can read French and Spanish