

Kyle J. Galer

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SKILLS

Inventory Control & Inventory Management – Customer Service – Ability to learn and adapt to new technologies/software – broad experience with carrier routing and scheduling - Flexibility with changing roles – Independent/team oriented – High attention to detail – Training – ISO 9001 – Management in the Supply Chain – (SPC) Statistical Process Control Familiarity – Identify and Solve Potential Problems while Implementing Solutions – Extensive proficiency with Tecsys, Chemstar, Priya, and Microsoft Office software: Word, Excel, PowerPoint, and Outlook – Developed new skills and fine-tuned other skills at Management/Supervisor training in Albuquerque – broad experience with carrier routing and scheduling

EDUCATION

B.S. Marketing
Saint Cloud State University
Saint Cloud, Minnesota

PROFESSIONAL EXPERIENCE

Rinchem

Warehouse Technician/Cleanroom Tech/Inventory Support Specialist

2016-Present

- Responsibilities:
 - Route carriers (incoming and outgoing) and follow up to if orders were not picked up for the day
 - First contact with customers regarding orders, inventory accuracy, and any problems they have (i.e. hot rushes, inventory discrepancies, and anything else they need)
 - Knowledge of processes and ability to follow JBDs to ensure that the customer is receiving the best possible service that we offer
 - Assisting in the running of the warehouse and everyday duties when the site manager is not on site
 - Running the safety team and making sure everyone is aware of safety alerts and the Big 3
 - Making sure every customer order is correct and preparing all paperwork (BOL, loading worksheet, and QC paperwork) to make sure everyone is on the same page

Cypress Semiconductor June 2012 to August 2016 (Three Promotions)

Fabrication Plant Expediter

2015-2016

- Responsibilities:
 - Support the production manager by managing secondary projects, including forecasting activities for the day, confirming status of machines/production lines, and informing stakeholders (engineers, research/development team managers) aware of daily wafer production status, and data entry
 - Assist in project management role, receiving inputs and status updates from plant managers, production managers, supervisors, engineers, and operators, and developing status documents covering engineering activities, Fabrication plant (FAB) activities, and actual pacing versus forecast
 - On a weekly basis I worked with approximately 30 operators, 8 leads, 8 engineers, 2 supervisors, 1 production manager
 - Part of the team that was responsible for moving a new product lot through the fabrications plant setting a new company record

Sort Floor Lead

2014-2015

- Responsibilities:
 - Prepared the morning packet. The packet used a combination of PowerPoint slides and Excel spreadsheets to provide a general business update, utilized by multiple teams within the organization to identify issues, successes, and develop solutions to potential problems.
 - Served as the immediate manager of 12 employees. Assisted in directing other teams as well when the Production Supervisor was unavailable
 - Assisted in resolving employee-related issues, including moving employees to different teams and roles, based on workload on various lines and when teams were short-handed due to employee absence.
 - Served as a Human Resources role for employees I managed, including going over the goals and identifying areas for improvement
 - A high level of multi-tasking is needed due to the amount of responsibilities and how they can change in an instant on a daily basis.

Cypress Semiconductor / Doherty Staffing Services

Production Coordinator

2013-2014

- Responsibilities:
 - Conducted new employee training on a variety of machines and maintained 38+ records of completed training/machine qualifications for all on-shift personnel. This also required a great deal of data entry.
 - Identified potential employee opportunities and concerns; worked with supervisors to develop additional training opportunities.
 - High level of multi-tasking while being able to prioritize new projects as they arose.

Fabrication Plant Operator

2012-2013

- Responsibilities:
 - Operated machines that are worth several hundred thousand dollars as part of the wafer manufacturing process.
 - I was part of the CIP (Continuous Improvement Process) Team and released memos on a regular basis regarding the meetings.

References available upon request