

# JEFF SEVERSON

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## OBJECTIVE

A challenging and rewarding career using technology to make production processes quicker and more efficient.

## SKILLS & ABILITIES

- Great understanding of production processes and how to create and implement them using technologies.
- Knowledge of and experience with ISO and Lean manufacturing techniques.
- Experience with UPS, FedEx, BCC Mail Manager and Monticello software.
- Understanding of Inventory principals and management including MRP/ERP systems.
- Ability to take charge and get jobs done in a high stress, fast paced environment.
- Familiar with PHP, SQL, HTML, CSS, JavaScript, Bash, Batch, PDF-lib, ColdFusion, and Laravel.
- Setup and maintain Webservers both Linux and Windows.
- Knowledge of FortiGate firewalls

## EXPERIENCE

### **Data Processing Manager, Bolger LLC**

2014 – Present

*Minneapolis, MN*

- Created web interface that standardizes multiple data file layouts to a standard database. Marks records for proofing and then creates Inkjet PDFs directly from webpage.
- Designed and developed webpage to collect mailing information that creates command file and BCC taskmaster files to fully automate common mailings.
- Build custom PDF's with variable text images and tables.
- Built an interactive dashboard that displays Data Processing Jobs in real time on a webpage from the company MIS system.

**Web Developer, Bolger LLC**

2010 – 2014

*Minneapolis, MN*

- Developed a computer-generated cycle count program to ensure customer requirements are being met, with automated reporting for accounting department.
- Create and maintain custom built websites to client requests.
- Create web interfaces to pull and record data for production areas.
- Assist employees with computer issues, both software and hardware.

**Fulfillment Production Manager, Bolger LLC**

2003 – 2010

*Minneapolis, MN*

- Responsible for all warehouse production activities, including pick pack, shipping, inventory control, and labor planning.
- Directly hire, train, and supervise 8 to 20 employees and 1 to 2 lead positions with a fast-paced flexible workforce.
- Coordinate production methods to complete efficiently all fulfillment processes with a continued focus on process improvement.
- Designed and implemented QC/Shipping department using touch screen interfaces that increased throughput, accuracy, and simplicity.
- Designed and implemented Receiving Quality system that ensures accuracy and efficiency of customers materials with the ability to have inventory posted to the on-line system in 15-30 min.
- Co-Developed and completely implemented a real time tracking system that instantly shows a customer the status of their order. This includes confirmation that the order has been received, when order is released to floor, when picked, in kitting, QC/Packed, and then when completed, the system sends them tracking information.
- Helped develop fulfillment department from a 5000 sq ft back room to a 55,000 sq ft production minded distribution center.

**Production Control, Parker-Hannifin Oildyne Division**

1995 – 2003

*New Hope, MN*

- Scheduled customer order ship dates while coordinating activities of all shipping functions, in-house manufacturing, production, material planning, and stock room material flow to meet production on-time delivery deadlines.
- Supervised 8 employees for receiving, stocking, order kitting, and shipment of all parts and products.
- Organized, planned, trained, and supervised, physical inventories for 3 years.
- Scheduled and created all manufacturing orders for machine shop for product line.
- Responsible to keep track of daily shortages and create plan to relive shortages quickly.
- Performed cycle counts and audits and updated in computer system.
- Scheduled manufacturing component orders to all CNC machines and kept track of all materials throughout plant.

**EDUCATION****Printing Industries of Minnesota – Minneapolis, MN – Certificate**

- Forklift Train the Trainer course.

**Employers Association – New Hope, MN – Certificate**

- Supervisor training course.

**NEI College of Technologies – Columbia Heights, MN – Degree**

- Basic Electronic Degree.

**Blaine Senior High School – Blaine, MN – Diploma**

- High School Diploma

**REFERENCES***Available upon request*