Matt D. Paulhus

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Summary:

- Configuration Management Analyst in Aerospace, Defense, and Medical Manufacturing
- Sustainment Officer in the U.S. Army Reserve
- Adept in Configuration Management, Business Intelligence, Training Management,
 Software Development, Human Resource Management, Contract Management, Technical Writing, Supply Chain Management, and Continuous Improvement

Work Experience:

Configuration Analyst, Fujifilm Sonosite (August 2017 - present)

- Executes Fujifilm Sonosite's Change Management System using Agile Product Lifecycle Management System, involving change coordination, configuration management, company awareness and training, and release actions into Oracle ERP. Ensure that ISO-13485, ISO 1007, and FDA regulations are maintained throughout the change process.
- Analyzes the integration and monitors the accuracy of Agile PLM, Oracle ERP, and Datasweep MES through a system of audit reports, checks and balances, and analysis tools.
- Develops and validates Agile PLM software and other queries that extend the capability
 of Agile PLM in order to drive efficiency, automate tasks, improve data quality, and
 extract and analyze data for decision making and innovation.

Career Highlights Include:

Ш	Produced over 50 SQL queries that extract and analyze data out of Aglie PLM,
	Datasweep MES, and/or Oracle ERP for performance measurements and business
	decision making. Used Tableau to analyze data and create dashboard visualizations.
	Developed, validated, and deployed over 70 scripts using Java Programming
	Language that improved the overall efficiency and reduced errors in the change
	process without the need for 3 rd party technical support.
	Built one software program that extracts data from three databases at the same time
	to create a 100% actionable report for Supplier Quality Engineering.
	Attended 50+ hour multi-session strategic training management training with an
	outside consultant for ComplianceWire Learning Management System launch.
	Developed feed file program from Agile PLM to ComplianceWire LMS requiring
	intermediate-level Java, XSLT, PowerShell, and SFTP connection.
	6 th highest contributing writer on www.myagileplm.com/crowd-support, giving advice
	and answers to user questions about Agile PLM.

Base Operating Support Manager, U.S. Army (September 2019 – August 2020)

- Base operating support manager for 5 base camps located in Żagań, Poland for U.S. Army Europe mobilization.
- Managed a team of 12 base operating support managers including 5 direct reports.
- Developed team that planned and synchronized application of resources and contracting to sustain and improve quality of life for over 2300 U.S. Army rotational forces.

Nationwide Move 2019 Logistics Manager, U.S. Army Reserve (October 2018 – September 2019)

 Full-time logistics manager executing Army Reserve mission "Nationwide Move 2019" directing 29 missions that trained 750 multi-echelon Army Reserve and National Guard Transportation Soldiers and saved the U.S. Army \$1.9 million in commercial equipment transportation costs.

- Led team of three full-time individuals responsible for convoy and load analysis, mode operations, and transportation management.
- Provided strategic vision, planning, analysis, reports, and recommendations related to program status, execution, and performance.

Document Control Specialist (Configuration Management Analyst), Crane Aerospace & Electronics (November 2015- August 2017)

- Conducted daily configuration management activities using Agile Product Lifecycle
 Management System for all product-related documents and data in support of efficient,
 effective, and standardized Configuration Management per ISO-13485, AS9100, and MILPRF 38534 standards with minimal supervision.
- Assessed change impact, item interchangeability, traceability, and effectivity of product change orders, including Class I major changes.
- Took charge as Agile Product Lifecycle Management Administrator responsible for system configuration, user management, workflow management, and infrastructure improvement.

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	Developed, tested, and deployed over 15 automatic scripts using Groovy
	programming language that improved the overall efficiency and reduced errors in the
	change process without the need for costly 3 rd party technical support.
	Developed and wrote a Change Order Fast Track Program that reduced the number
	of change approvers from 3 to 1 for Editorial Class III changes.
	Utilized technical editing acquired skills to remove waste in Company Bills of Material
	and Peer Review procedures, adding Visio diagrams and edits to improve document
	clarity.
	Reduced the number of returned Change Orders by 5% in three months by
	conducting company-wide training and improving Agile PLM user experience.
	Developed a comprehensive procedure to find active items with inactive where-used
	that reduced the number of active items by over 15%, removing waste and associated
	costs.
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	Built new Supplier Approval Request and Engineering Design Review Processes within
	Agile PLM by collaborating with Engineering and Supply Chain.
	Represented the company during ISO-13485 audit.

Headquarters Company Commander, U.S. Army Reserve (June 2015 - September 2017)

Leader and manager of an Army Reserve Headquarters Company consisting of over 70
Reserve Soldiers responsible for all company administration, planning, operations,
training and personnel issues while maintaining the health and morale of the company
Soldiers.

Administrative Assistant, Crane Aerospace and Electronics (May 2013 - November 2015)

Career Highlights Included: Led the implementation of a new Convergence Learning Management System; took on additional procurement responsibilities of non-production supplies and materials; led the negotiations and implementation of two large site contracts for garments and vending; participated in six Kaizen events for supply chain.

Education:

Business Intelligence Analyst Course 2020 – *udemy.com*, 20.5 hours, August 2020 Topics include BI perspectives, data analytics, statistical analysis, SQL, Tableau, and Python.

Tableau Visualizations Courses - skillport.com, 10 hours, January 2021

Contract Officer Representative – *Defense Acquisition University,* 40 hours, September 2019 Topics include contract and contractor management, acquisition ethics, contract quality control and performance management, and the contract process.

Army Knowledge Management Basics Course – 40 hours, December 2018

Professional Technical Writing – *udemy.com*, 15.5 hours, June 2017

Human Resource Management Certificate – 123 hours, Bellevue College, August 2017

CMII-Basic Certification - Institute of Configuration Management, *www.ipxhq.com*, March 2017

Topics include change management, requirements management, interchangeability, effectivity, end-item traceability, cost management, change metrics, and communication management.

University of Washington, Seattle

Double Major: International Studies and History. Cumulative G.P.A., 3.5

Distinctive Skills:

- Product Life Cycle Management System ownership and configuration
- Business Intelligence and Analysis, including SQL and Tableau
- Knowledge Management
- Leadership and Management
- Quality Management Systems, including ISO-13485
- Human Resource Management
- Technical Writing and Editing
- Information Technologies, strongest in Software Development and Advanced MS Office
- Training and Learning Management
- Supply Chain Management, including procurement, Kanban, Oracle ERP, inventory management, vendor negotiations, scheduling, and auditing financial liability of property loss
- Change Management